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ABSTRACT

This report on a study of the acquisition policies and procedures of the Mesa College Library (Grand Junction, Colorado) begins by discussing the techniques used for data collection, including: (1) measurement of shelflist cards; (2) calculation of average imprint date, accession date, number of circulations, price, and year of latest circulation; (3) circulation and interlibrary loan statistics; (4) reference surveys; and (5) patron questionnaires. Supply and demand proportions are then analyzed for both 207 and 21 Library of Congress divisions, and the correlation between demand percentages is discussed. Circulations by requester type and source are also analyzed. The collection development guidelines of the Colorado Commission of Higher Education (CCHE) and the American Library Association Standards for College Libraries are compared to the library's budget and collection. The National Shelflist Count and the Higher Education General Information System quantitative assessments, as well as CCHE's use of these formulas, are explained. Bibliographic selection tools are discussed, and the library's holdings are compared to the titles listed in "Books for College Libraries." The role and mission of Mesa College and its library are reviewed and recommendations regarding CCHE standards and long and short-range goals are offered. Appendixes include data collection forms, data analysis tables and graphs, the Mesa College Library Collection Development Guidelines, the Colorado Library Law, and a sample acquisition report. (MES)

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AN EXAMINATION AND REVIEW OF THE COLLECTION DEVELOPMENT POLICIES AND PROCEDURES OF THE MESA COLLEGE LIBRARY

by Lynn Silipigni Connaway

Computer Graphics Produced by Jo Hunter

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I. Introduction

This is a description and analysis of the present acquisitions policies and procedures of the Mesa College Library. The following questions will be addressed:

1. Is the Library Committee effective in collection development?
2. Are faculty, librarians, administrators and students actively involved in collection development?
3. Is there a review procedure for the Colorado Commission on Higher Education (CCHE) formula? If so, would this be detrimental or beneficial to the system?
4. Are the National Shelflist Count and the HEGIS Code concerned with quantity and quality?
5. Is Mesa College following the ALA National Standards for College Libraries, 1986?
6. Do the bibliographic selection tools used assist in enhancing Mesa's educational and professional needs? Do they include current titles and information? Are their selection criteria and standards equivalent to the Mesa College Library's?

II. Assessment of Collection

Before attempting to analyze and answer these questions, an assessment of the collection was necessary. The library has not completed an inventory since 1977. The library began programming its on-line catalog system in June 1987. The time was excellent to bar code and to inventory the entire collection simultaneously. The library is not currently using its automated circulation system. Bar code and inventory projects are currently 80% complete. The collection is now better accounted for than it has been in the last ten years. The library has corrected many problems and mistakes. The staff has filed and revised all shelflist cards. The shelflist catalog is in order and is the most exact record of the library's current holdings. The condition of the collection is conducive to a collection assessment.

A North Central Accreditation Committee will visit and evaluate Mesa College in 1988. The library will, of course, also be examined and evaluated for the college's accreditation. The library developed this assessment plan to prepare for the evaluation and to determine the strengths and weaknesses of its collection.

1. Data Collection Techniques

The staff measured shelflist cards within specific LC divisions, using one inch of cards to equal one hundred titles.[1] The SMART spreadsheet program converted inches to titles and computed the totals. The Mesa College Library owns 107,753 monographic titles according to this formula. The percentage of each LC division in comparison with the total holdings of the library was then computed.[2] Using a formula described in Output Measures for Public Libraries,[3] the number of volumes was also calculated. The calculations determined that the library owns approximately 120,054 monographic volumes.

The SMART spreadsheet program generated random sample numbers for five hundred titles[4] and the staff pulled the corresponding shelflist cards. Student assistants copied for each of the five hundred shelflist cards and recorded on the work sheet: (1) imprint date, (2) date of accession, (3) price of the book (if purchased), (4) gift (if donated), name of the requester, total circulations, and year of last circulation date.[5] They used the shelflist cards and books to obtain the information. When the book was not on the shelf, circulation files and missing book files were checked. A circulated item had a "reserve" placed on it. If there were no records of the book's status the copied shelflist card was dated and filed in a "missing" file.

[1]A sample of the work sheet is in Appendix A, Figure 1.
[2]This information is represented in the "Supply" columns of Appendix B, Table 1.
[3]Nancy A. Van House, et al., Output Measures for Public Libraries: A Manual of Standardized Procedures, Second Editon (Chicago: American Library Association, 1987), p.80.
[4]A sample of the work sheet is in Appendix A, Figure 2.
[5]A sample of the work sheet is in Appendix A, Figure 3.

tus the copied shelflist card was dated and filed in a "missing" file. Each week the students searched the shelves and files for the missing titles. Items still missing by November 15, 1987, were marked accordingly and all necessary information was recorded on the spreadsheet. The program calculated averages for: imprint date,accession date, price, and year of latest circulation. The program also totaled the number of library-requested books, faculty-requested books, and gift books.

The staff collected circulation statistics, Interlibrary Loan (ILL) statistics, and Reserve circulation statistics for the months of September and October. Using twenty-one LC Divisions[1] the statistics were tallied. The staff also used the twenty-one LC divisions to tally the pickup statistics for reference and circulating materials for the months of September and October.[2]

[1]The figures are represented in the "Circulation" columns of Appendix B, Table 2.
[2]The figures are represented in the "In-house Usage" column of Appendix B, Table 2.

III. Results and Discussion

These data represented in Figures 1 and 2 depict the supply and demand of the collection. Figure 1 shows the supply versus the demand for the 21 LC divisions. The demand represents data collected from in-house use, reference and patron surveys, and circulation and ILL statistics. The demand data in Figure 2 are represented in the 207 LC divisions and depict the information obtained from the reference and patron surveys. Heavily used subjects and LC divisions are easily identifiable and comparable to library holdings.

Figure 1.

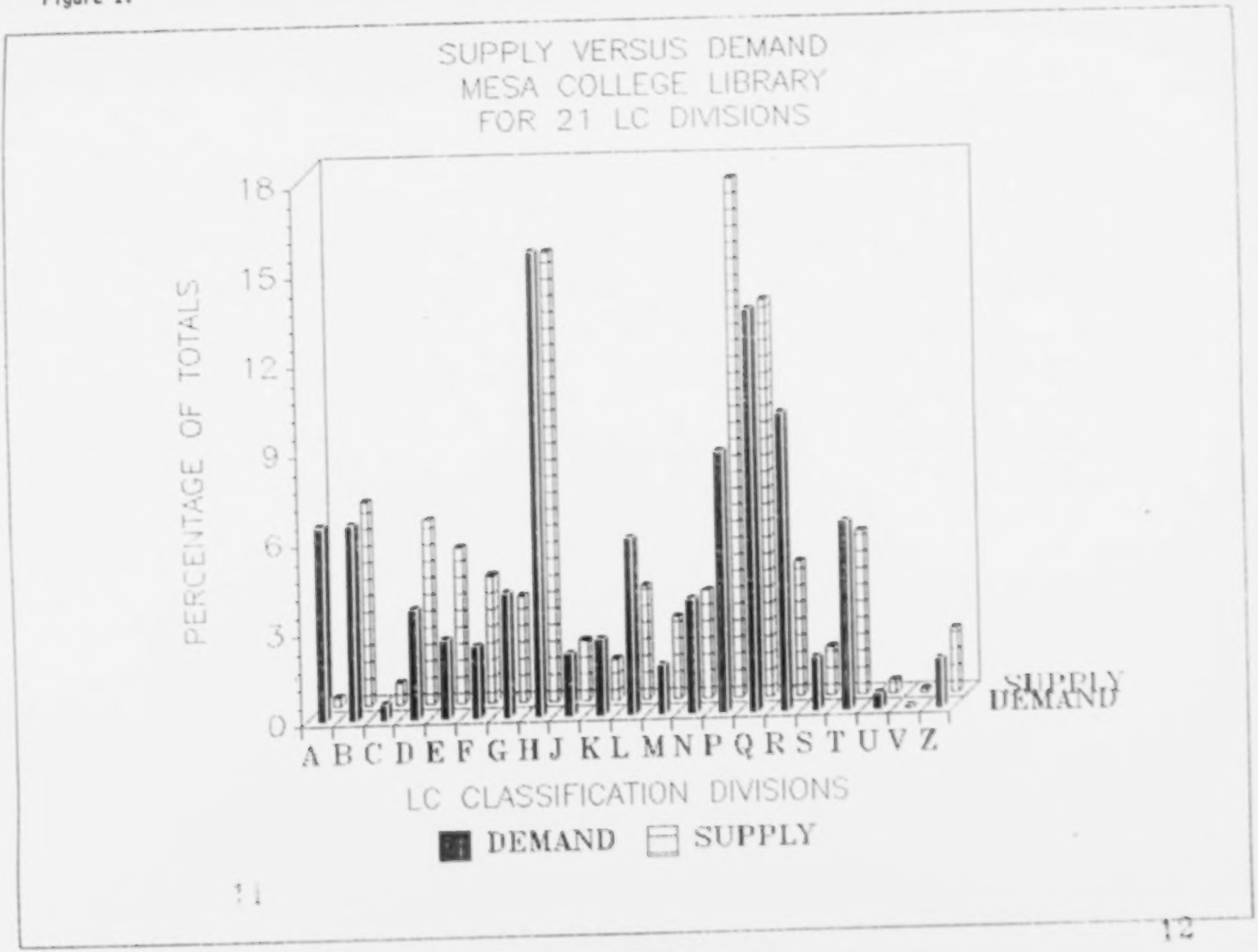
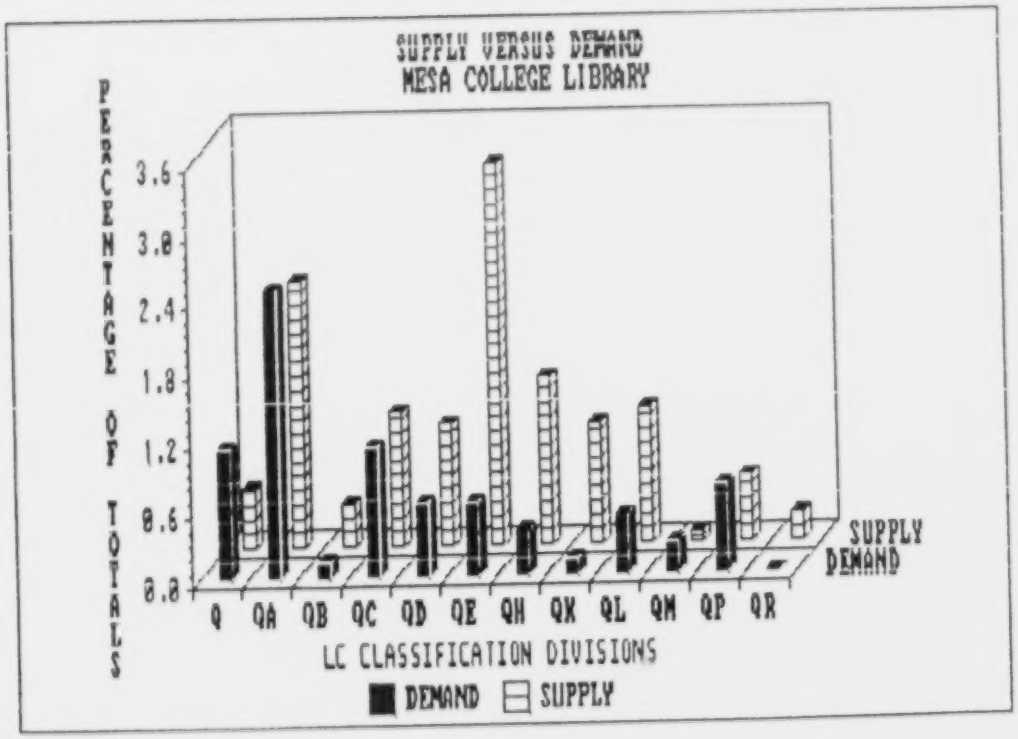

SUPPLY VERSUS DEMAND
MESA COLLEGE LIBRARY
FOR 21 LC DIVISIONS
PERCENTAGE OF TOTALS
18
15
12
9
6
3
0
SUPPLY
DEMAND
A B C D E F G H J K L M N P Q R S T U V Z
LC CLASSIFICATION DIVISIONS
DEMAND
SUPPLY

Figure 2.

This is a sample of the supply and demand graphs analyzed in the section on the 207 LC divisions. Demand is the percentage of total demand based on information from the reference and patron surveys.



1. Reference Surveys

A form including the 207 LC Divisions was placed at the reference desk between September 15, 1987 to November 16, 1987.[1] The reference librarians checked each LC division used when searching for information.[2] Unanswered questions were written on a sheet attached to the LC division form. Information found to answer questions librarians failed to answer, was tallied within the LC divisions.[3] Unavailable information was noted and compared to the curriculum and the role and mission of the library. If the information supported the curriculum and role and mission of the library, they were tallied within the LC divisions[4] and materials were ordered to satisfy this demand.

2. Patron Questionnaires

Patron questionnaires were distributed throughout the library between October 24, 1986 to November 7, 1987.[5] Yellow forms with black type were chosen because of their high visibility. The dates were chosen, because no special exhibits or events were scheduled in the library at this time. Any unusual events would change the usage patterns and volume of the clientele. Seven hundred questionnaires were distributed and 200 were returned. Due to the limited number of returned

[1]A sample form is in Appendix A, Figure 1.
[2]Refer to Appendix B, Tables 1 and 2, "Subject Use" column of the "Demand."
[3]Ibid.
[4]Refer to Appendix B, Tables 1 and 2, "Potential Subject Use" column of the "Demand."
[5]A sample questionnaire is in Appendix A, Figure 4.

forms, an article in the school newspaper[1] publicized the survey. There was an increase in returned forms, but apathy prevailed.

The returned questionnaires were analyzed and results tallied within the same 207 LC divisions used in the reference survey.[2] Information found was recorded under "Subject Use."[3] Unavailable information was noted and compared to the curriculum and the role and mission of the library. If the information supported the curriculum and role and mission of the library, they were tallied within the LC divisions[4] and materials were ordered to satisfy this demand.

Many patrons used this opportunity to vent their anger and frustration at faculty, library staff, and college administration. Comments which pertained to collection development were recorded by type of concern and subject area.

Patrons felt materials are outdated in: (1) education, (2) sanitary and municipal engineering, (3) technology, (4) nursing and medicine, (5) computer science, (6) sports and physical education, (7) political science, (8) law, (9) physics, (10) math, (11) photography, (12) Nazism and fascism, and (13) national parks and monuments.

Patrons also criticized the limited material in: (1) computer science, (2) programming languages, (3) technology, (4) Latin America, (5) U.S. history, (6) education, (7) current fiction, (8) engineering, (9) public health, (10) anthropology, (11) Southwest archaeology, (12) math, (13) mountain trails, and (14) national parks. The areas identi-

[1]Ellie Rogers Andrew, "Library Questionnaire Asks for Student Input," The Criterion, 29 Oct. 1987, p. 3.
[2]A sample form is in Appendix A, Figure 1.
[3]Refer to Appendix B, Tables 1 and 2, "Subject Use" column of the "Demand."
[4]Refer to Appendix B, Tables 1 and 2, "Potential Subject Use" column of the "Demand."

fied by patrons as being deficient in volume of material bears a close relationship to the areas they identified as being outdated.

Comments by patrons on journals indicated they would like to see additional titles in: (1) physics, (2) nursing, (3) education, (4) history, (5) marketing, (6) business, and (7) computer science. These periodical subject areas are almost the same subject areas the patrons desired to see additional volume and quality in the library's monograph holdings.

The patrons request materials within the disciplines that Mesa College are emphasizing and within the disciplines that represent the largest enrollment. The disciplines are: (1) math, (2) computer science, (3) technology, (4) nursing, (5) criminal justice, (6) education, (7) business, and (8) recreation.

3. Twenty-one LC Divisions

Within the 21 LC divisions, the LC classifications of L, Q, and R represent an insufficient supply. These are: education, science, and medicine. According to Mesa College's role and mission,[1] the program areas to be emphasized in the next three to five years are mass communication, physics, accounting, performing arts, nursing, and computer science. "Emphasis in chemistry to round out our baccalaureate mission"[2] is also stated in the role and mission of the college.

The LC division for education, L, shows an insufficient supply. Currently, Mesa College offers elementary and secondary certification

[1]Office of Academic Affairs, "Responses to the Questionnaire Regarding Role and Mission," January 26, 1987, pp 6-8.
[2]Ibid., p. 16.

bear older copyright dates. The library staff has ordered many new publications on gerontology. Since Mesa College offers a baccalaureate nursing degree, this subject area needs further development.

4. Two Hundred-Seven LC Divisions

As noted previously, the library collected and recorded pickup and circulation statistics in twenty-one LC divisions. The staff recorded the patron and reference surveys within two hundred-seven LC divisions.[1]

The AI division[2] represents large demand, with little supply. This LC classification includes journal indexes. The study did not attempt to assess journal or index use and holdings. Based upon: (1) reference surveys, (2) patron questionnaires, (3) circulation statistics, and (4) pickup statistics, see Figure 3, the average demand is exaggerated. This is because a high proportion of reference questions are answered using journal indexes and InfoTrac.

The B and BF classifications[3] show a significantly greater supply than demand. Within the five hundred shelflist random sample, a professor of the psychology department requested many titles that the library purchased. Librarians answered few reference questions using this classification. The pickup and circulations statistics compared to the supply shows a greater demand than supply. Therefore, this division may not be oversupplied as represented by this chart.

[1]Appendix B, Graph 1 depicts the collection as "Supply" and the patron questionnaires and reference surveys as "Demand."
[2]See Appendix B, Graph 1--LC Division A.
[3]See Appendix B, Graph 1--LC Division B.

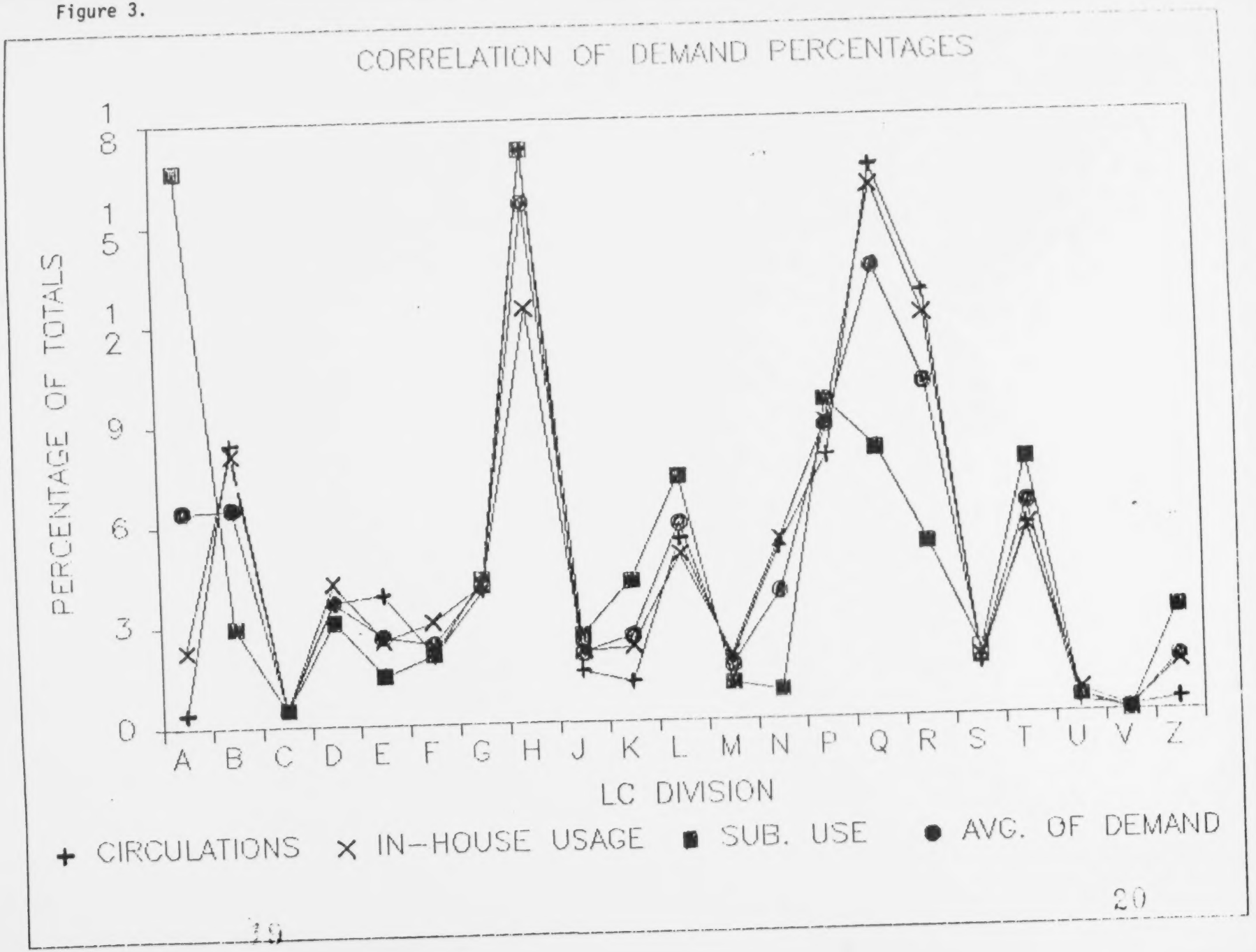
with the cooperation of Metropolitan State College faculty. "It was agreed initially, however, that eventually Mesa College would have its own undergraduate certification programs."[1] In the past the library has received monies from the teacher education program to purchase educational materials. The funding may be eliminated or decreased in the future. With the increasing number of education majors and the growing demand for teachers, this program will presumably expand. The demand in the library for current education materials will also increase. Since this study did not include journal use, the library's ERIC microfiche indexing and holdings, which begin with 1967, may be able to supply some of the demand for educational information.

Physics, accounting, computer science, and chemistry are represented in the Q division of LC cataloging. Geology is also within this division. The library has an extensive geology collection, because it has inherited the Department of Energy and Union Carbide collections. The difference between the supply and demand in the Q division would probably be greater if the QE division, geology materials, would be extracted from this division. This extraction could not be made, since the reference and circulation pickup statistics and the circulation statistics are recorded within the twenty-one LC divisions.

The R division of the LC system includes the subjects of nursing and medicine. As the library representative for this department, the collection is familiar. It is difficult to contact the nursing faculty or to receive a response from them through interoffice memos. Many of the nursing materials are donated to the library by the nursing faculty. They usually order materials on obstetrics or management that

[1]Ibid., p. 16.

Figure 3.


CORRELATION OF DEMAND PERCENTAGES
PERCENTAGE OF TOTALS
18
15
12
9
6
3
0
A B C D E F G H J K L M N P Q R S T U V Z
LC DIVISION
+ CIRCULATIONS
× IN-HOUSE USAGE
■ SUB. USE
● AVG. OF DEMAND

The CT classification[1] represents collective biographies. Individual biographies are classed by subject. Since the biographical needs of our patrons can also be supplied in other divisions, the supply is probably sufficient. Taken as a group, the demand and supply are very close, see Figure 3.

The G division[2] shows a greater demand than supply. This includes maps, geography, travel, and atlases. Since the library is in the process of reorganizing the map collection, and many maps are cataloged by accession number, this representation may be invalid. Furthermore, the Union Carbide and DOE maps have not been integrated into the collection. Once this has been accomplished, the supply may well exceed the demand.

The HE, HF, and HG classifications[3] show a greater demand than supply. These include subjects of transportation and communication, commerce, and finance. Considering, 1142 of Mesa's 3862 students are registered as students of the Business Department, the high demand figure is valid. The in-house usage is low because many of the business serials are located in the reference collection and are on reserve, see Figure 3.

The JK division represents a lesser supply than demand.[4] This classification is used to catalog materials about politics of the United States. This disparity between supply and demand is probably valid, since the next largest student enrollment is in the School of Social and Behavioral Sciences. This includes political science, history, and criminal justice. Mesa College recently changed from a two

[1]See Appendix B, Graph 1--LC Division C.
[2]See Appendix B, Graph 1--LC Division G.
[3]See Appendix B, Graph 1--LC Division H.
[4]See Appendix B, Graph 1--LC Division J.

year degree in criminal justice to a four year program. The library has made no provisions for this, nor has it received additional funding.

The library shows a 2.665 percent greater demand in the KFC division than its supply.[1] The subject is Colorado law. The library owns most volumes of Colorado laws and statutes from 1887 to present. The revised laws and statutes are on standing order. Many county and local laws and ordinances are also housed in the library. Although the library has a small collection, the titles owned should sufficiently accommodate the needs of the users.

The surveys and questionaires show a great demand in the L, LA, and LB classifications.[2] The LB division represents the greatest discrepancy in supply and demand. This division classes the theory and practice of education, educational psychology, and teaching. The L and LA classifications depict general works in education and the history of education. Since Mesa College has requested its own undergraduate elementary and secondary education certification programs, the data are doubtlessly valid.

The PE division shows a greater demand than supply.[3] English language and grammar books are classified in this division. Conclusion cannot be derived without further study.

The diversity of the Q classification is appropriately identified.[4] There is minimal difference between the supply and demand in the QC division, physics. Q, QA, and QP represent a greater demand than supply. The subjects included in these categories are: (1) gen-

[1]See Appendix B, Table 1, p. 4 and Graph 1--LC Division K.
[2]See Appendix B, Graph 1--LC Division L.
[3]See Appendix B, Graph 1--LC division P.
[4]See Appendix B, Graph 1--LC Division Q.

eral science, (2) mathematics, (3) computer science, (4) and physiological chemistry, including physiological chemistry and experimental pharmacology. This may represent an area of needed subject support. In reality, the discrepancies may be much greater. The divisions represent several of Mesa's new or emphasized programs. The geology materials, QE, show a much larger supply than demand. Since many of the DOE and Union Carbide materials are yet to be cataloged and incorporated into the collection, the difference will probably demonstrate a much greater supply than demand.

Many of the R divisions exhibit a greater demand than supply. This information is doubtlessly valid, since the baccalaureate nursing degree is an emphasized program at Mesa College. The Vocational Education Department also offers a dentistry program. To accommodate these programs, the library must strengthen its collection in: (1) general medicine, (2) ophthalmology, (3) gynecology, (4) obstetrics, (5) dentistry, (6) therapeutics, and (7) pharmacy collections.

Great differences appear between the supply and demand of materials about: (1) forestry, (2) animal husbandry, (3) veterinary medicine, (4) hunting, and (5) fishing. These subjects are cataloged in the divisions of SD, SF, SH, and SK.[1] Mesa College offers a bachelor of arts degree in recreation and leisure services, emphasizing camp management and municipal parks and recreation. "Preparation for entrance into colleges of dentistry, medicine, optometry, osteopathy and veterinary medicine is possible in the School of Natural Sciences and Mathematics."[2] Considering this information, the validity of these

[1]See Appendix B, Graph 1--LC Division S.
[2]"School of Natural Sciences and Math," Mesa College Catalog 1986-88, p. 76.

statistics is practically unquestionable.

The T classification represents many diversified subjects. Technology in its broadest sense is categorized here. It includes: (1) building and engineering (TA-TH), (2) mechanical technology (TJ-TL), (3) chemical technology (TN-TR), and (4) trades and domestic science (TS-TX). The entire T division exhibits a greater demand than supply.[1] Mesa offers several two year degrees in engineering technology. It emphasizes programs in: (1) mass communication, (2) electronics technology, and (3) machine trades, including the electric lineman. This accounts for the high demand in this division.

Mesa College offers a specialized study program in military science and ROTC. The classification, UB, catalogs material in the subject of military science administration. This division shows a larger demand than supply. Since "the Department of Military Science presents instruction in general military subjects, with an emphasis on leadership and management..."[2], this difference is probably accurate. Although the demand is greater than the supply, the demand in this area represents a very small proportion of total demand, the library could upgrade this classification with a small additional investment, see Figure 3.

[1]See Appendix B, Graph 1--LC Division T.
[2]"School of Social and Behavioral Sciences," Mesa College Catalog 1986-88, p. 110.

5. Random Sample

Data collected from the random sample were totaled, averaged, charted, and analyzed. According to this information the collection has the following profile:

1. Average imprint date: 1968.99
2. Average accession date: 1975.71
3. Average date of last circulation: 1984.04
4. Average number of circulations: 3.85
5. Average price of purchased books: 12.45

The average imprint date seems old, however, the library does own a historical collection of Colorado which was included in the random sample. This technique may be better applied to analyzing a smaller collection within the library in which the age of the material is more relevant. These areas would be: (1) medicine, (2) business, (3) computer science, (4) sciences, (5) law, (6) technology, (7) transportation, (8) travel, and (8) geography.

An area in which the imprint date is not as relevant is the the P division. This division includes language and literature. In the Mesa College Library, this comprises 17.370% of the collection.[1] This high proportion of P's would lower the average imprint date.

The accession date and price were not available for books cataloged prior to 1977; therefore the averages for these items are biased to the more recent acquisitions. These averages will give the library the ability to compare these statistics to libraries with similar collections.

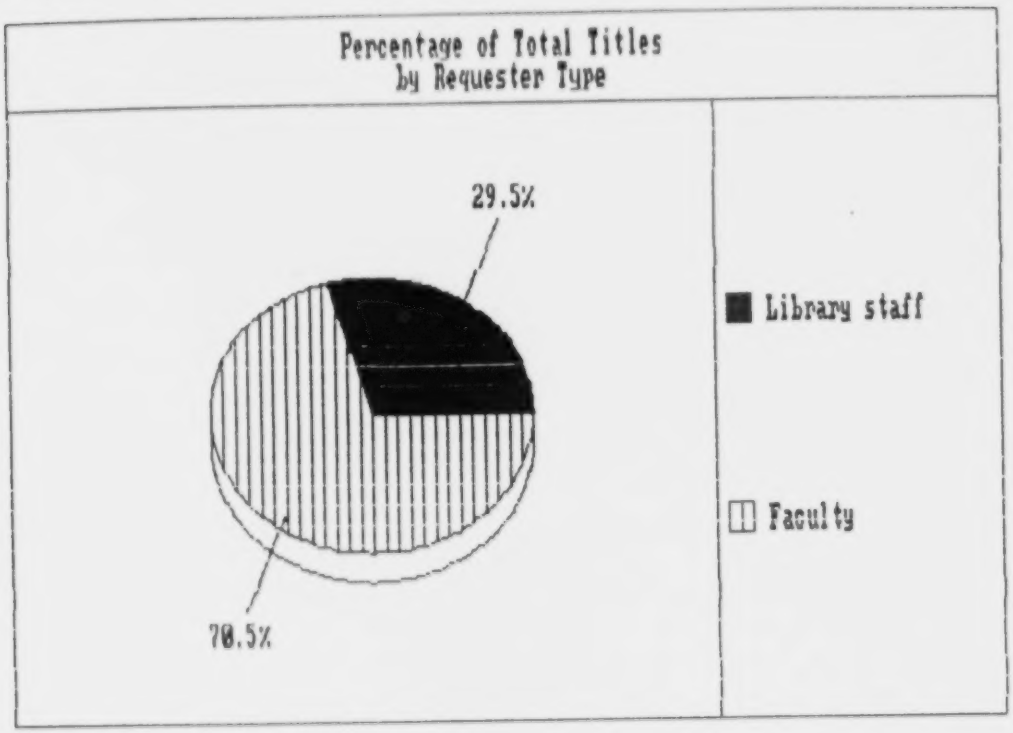
[1]Refer to Appendix B, Table 2.

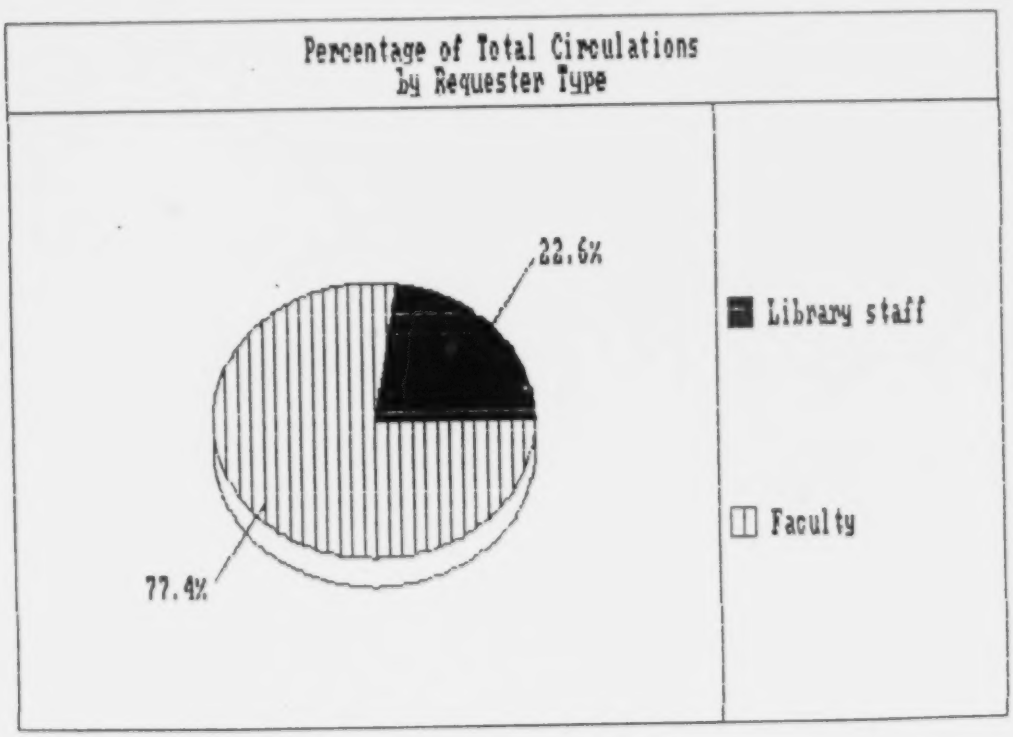
Other data collected included requester type and source. The requester type was classified by library staff or faculty. The source was classified between gifts and purchases. In each case the percentages were compared to the percentages for circulations.

The comparison between requester type and circulations by requester type are shown in the following graph, Figure 4. The graph shows that books selected by faculty circulate at a higher rate than those selected by library staff. This validates Millison-Martula's statement that "...in terms of circulation per book classroom faculty make more effective book selectors than their librarian colleagues."[1]

[1]Christopher Millson-Martula, "The Effectiveness of Book Selection Agents in a Small Academic Library," College and Research Libraries, XLVI, No. 6 (November, 1985), 506.

Figure 4. Comparison of circulations by requester type.

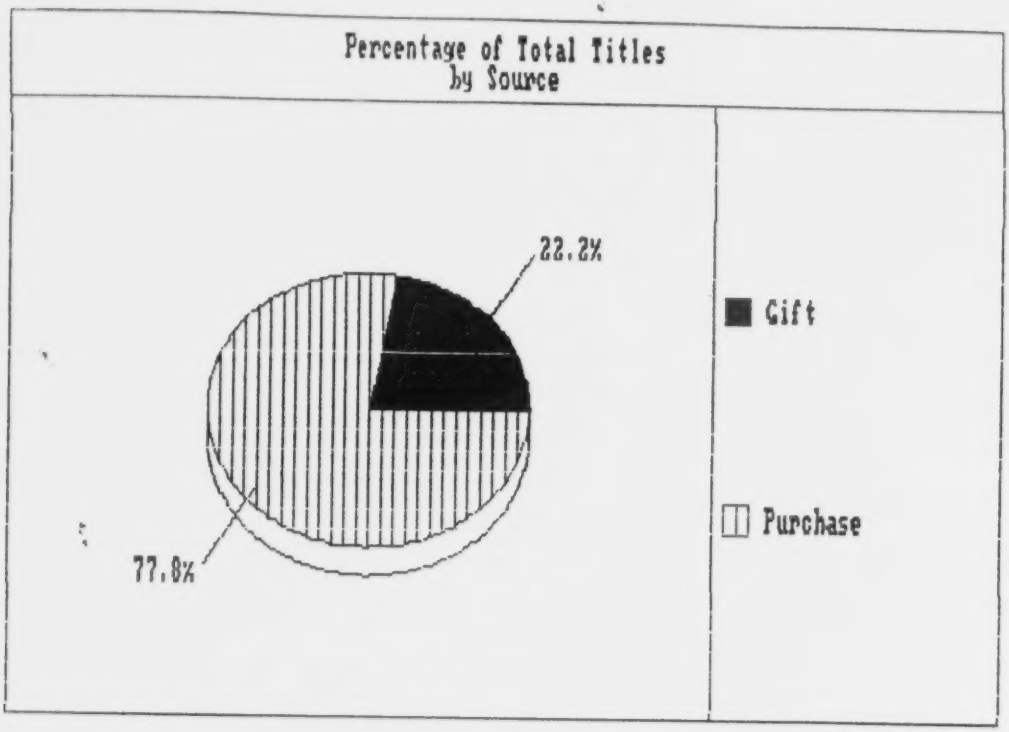


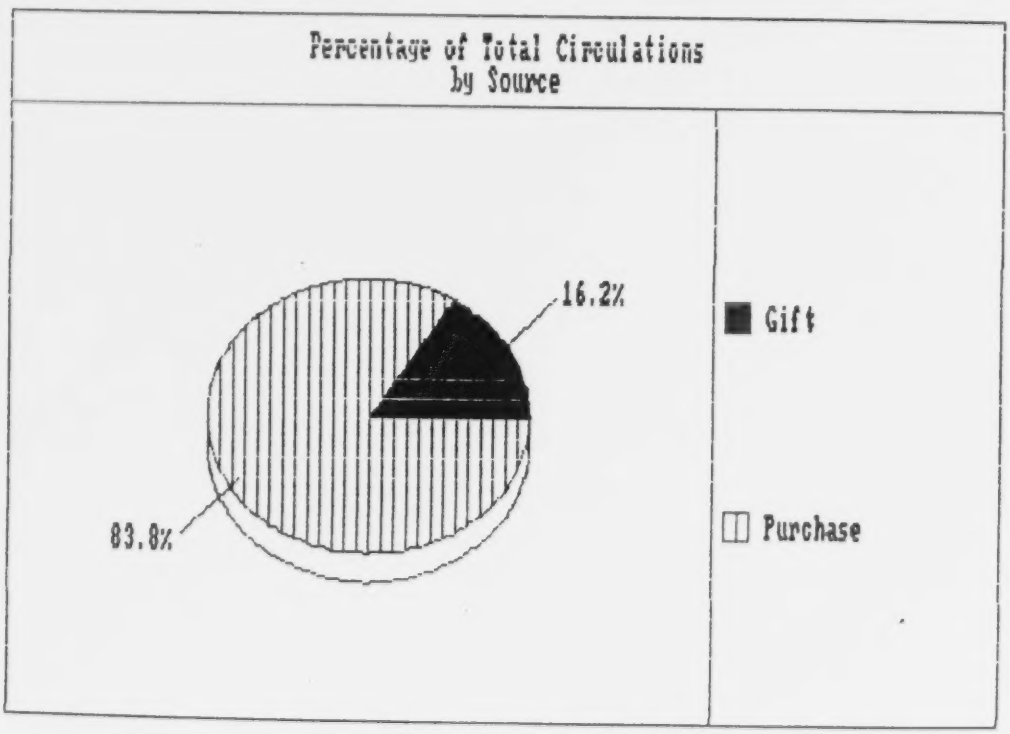


The comparison between books donated to the library and books purchased by the library is shown in Figure 5. This chart also shows the comparison of circulations between these two types. The gifts comprise 22.2 percent of the collection, yet account for only 16.2 percent of the circulations. This may suggest the library should retain only those gifts that meet the criteria of the selection policy.[1]

[1]Refer to Appendix C, "The Selection and Maintenance Policies."

Figure 5. Comparison of circulations by source.





6. Colorado Commission on Higher Education

The Colorado Commission on Higher Education (CCHE) Library Financing Formula Subcommittee of the Association of Public College and University Presidents (APCUP) established and annually monitor the library acquisitions formula. "The formula was designed to allocate funds on the basis of the previous year's world publications output for existing approved degree programs. ... What consistently undermined the effectiveness of the formula was the low level of funding provided. The range usually fell between 55% and 60% of formula."[1] The Mesa College Library was funded at 45% for the 1986-87 fiscal year. The library's materials budget of $208,000 has remained constant over the past three years. $110,000 is allocated for periodicals, serials, and monographs. This figure has not been increased over the past three years.

According to the Mesa College Library "Collection Development Participation Percentage Criteria, 1986-87," Mesa is deficient in the number of recommended volumes in all divisions. Deficient holdings of at 500 volumes or more in comparison to the recommended number of volumes are found in each of the following areas: (1) business, (2) communications, (3) computer science, (4) engineering, (5) education, (6) law, (7) letters, (8) math, (9) statistics, (10) physical science, (11) social science, and (12) public affairs.

The CCHE designed this formula as a guideline for base collections for libraries. It does not provide for building collections. When Mesa College changed from a two year college to a four year college on

[1]Patricia Senn Breivik, "Colorado Funding of Academic Libraries," Colorado Libraries, II (Summer, 1985), 10-13.

July 1, 1974, the mission and goals of the institution and the library changed. The library currently must support many varied courses and users. The funding necessary for building this level of support is much greater than the funding required to maintain a collection.

The Mesa College Library has not been considered for, nor has received funding for the cooperative masters programs offered at the college. The existing cooperative programs are: Master of Arts - Education Administration (Western State College), Elementary Education (Western State College), Guidance and Counseling (Adams State College); Master of Business Administration (Western State College). Adams State College is also reviewing the possibility of offering a Master of Arts in Elementary Education and other areas. Mesa College did renegotiate with Adams State to receive 10% of the tuition and fees received from the M.A. in Guidance and Counseling. The CCHE, however, has made no provisions for Mesa's library for the graduate programs offered at the Mesa campus.

According to the imposed plan of the CCHE and the state legislature, the Basic Library should hold 50,750 titles. Requirements at the undergraduate level include 100 titles per faculty member, 12 titles per student, and 335 volumes for each major. Each graduate program offered requires an additional 3,050 titles. This plan, therefore, recommends that the Mesa College Library own 108,794 titles and 126,074 volumes. The library owns 107.753 titles, 1041 less titles than the CCHE proposed plan, and owns 120,899 volumes, 5175 less volumes than recommended.

7. American Library Association, Standards for College Libraries[1]

The standards adopted by the American Library Association (ALA) differ from the CCHE plan. The ALA standards state that the Basic Collection is 85,000 volumes. The undergraduate allowance per FTE faculty member is 100 volumes, per FTE student is 15 volumes, and per undergraduate major or minor field is 350 volumes. The allowance per master's field, when a higher degree is offered in the field is 3,000 volumes. This plan allows for the Mesa College Library to possess 188,330 volumes. As stated, the Mesa College Library owns 120,899 volumes, this is 67,431 volumes less than the ALA recommended plan. The total number of volumes recommended by the CCHE for the Mesa College Library is 126,074. This is 62,656 volumes less than the ALA standards. The CCHE, however, refuses to accept the ALA Standards for College Libraries.

[1]"Standards for College Libraries, 1986," C&RL News, (March, 1986), 189-200.

8. National Shelflist Count

"The purpose of the National Shelflist Count was to gather comparable data on the size and growth rates of library collections in 490 subject areas defined by Library of Congress classification ranges."[1] The Mesa College Library must report its holdings annually to the CCHE. The titles and volumes are calculated according to the National Shelflist Count, as are reference materials and circulating materials. The CCHE uses the figures in calculating the annual funding of the library. It is strictly a quantitative assessment and should be used cautiously when comparing institutions' library holdings.

9. Higher Education General Information System

The Higher Education General Information System (HEGIS) is used by the CCHE to correlate data for its institutions of higher education. When determining institutional funding, the HEGIS Code correlates library data with other institutional data, such as academic disciplines and classification of instructional programs. A "HEGIS-Library of Congress Crossover Matrix" is used when correlating library data with other data. The HEGIS Code is also a quantitative assessment of library holdings and academic programs. Beginning February, 1988, the HEGIS Code will be replaced with the Integrated Postsecondary Education

[1]Joseph J. Branin, "National Shelflist Count Project: Its History, Limitations, and Usefulness," Library Resources and Technical Services, XXIX, no.4 (October-December, 1985), 333-342.

System (IPEDS). The library data for the 1987-88 academic year will be recorded to the CCHE using this new system.

10. Bibliographic Selection Tools

Books for College Libraries

Since, Mesa College was a two year institutions until 1974, its role and mission has changed considerably over the past thirteen years. The library's role and mission has also changed. The library's budget has not reflected these changes. The library is being funded at a maintenance level and has had to depend heavily upon gifts.

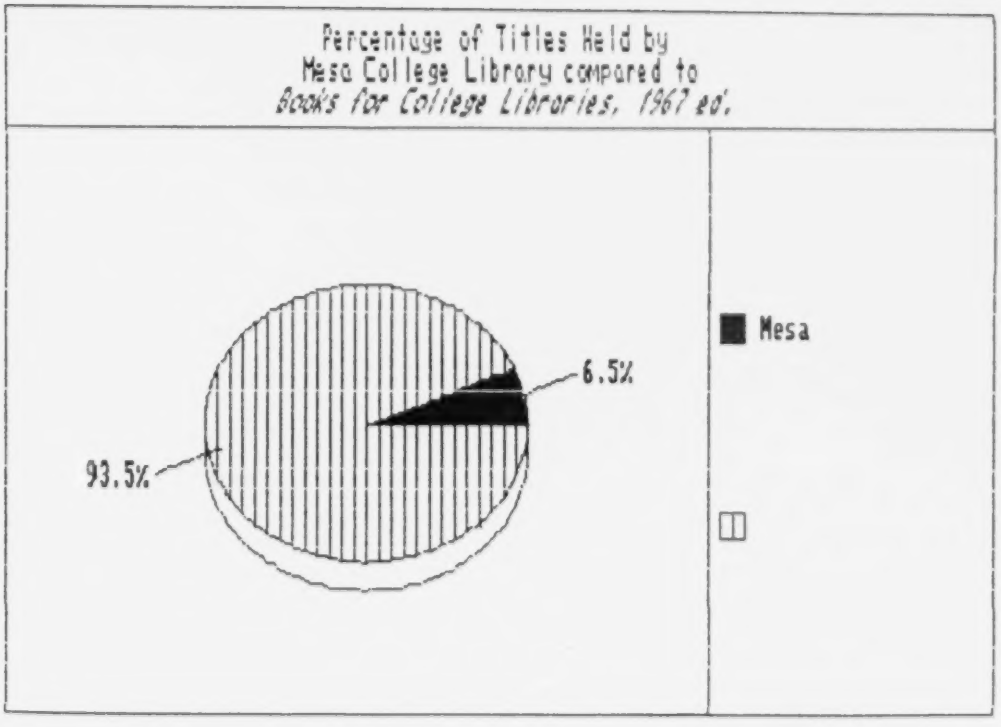
The library staff tried to acquire titles from core lists, including Books for College Libraries. Since funding was minimal, however many titles were never acquired. Books for College Libraries states that it "...is a list of monographs designed to support a college teaching program that depends heavily upon the library, and to supply the necessary materials for term papers and suggested and independent outside reading....This list does not claim to be a list of the best books or a basic list for any college library..."[1]

The library staff believes that the Mesa College Library should possess many of the monographs listed in this bibliography. Previous librarians would check the library's holdings against this bibliography and mark, with call number all owned titles. The number of titles owned by the Mesa College library was compared to the number of titles

[1]Melvin J. Voight and Joseph H. Treyz, Books for College Libraries (Chicago: American Library Association, 1967), p. v.

listed in the 1967 Books for College Libraries. This bibliography lists 53,410 monographs. The library only houses 6.5% or 3739 of the titles listed in this source. As shown in Figure 6, the library has no holdings for 93.5% of the titles.

Figure 6.



Many of the former librarians believe that the lack of funding was the greatest reason for this low percentage. The current librarians stated that many of the titles listed in Books for College Libraries are now out-of-print or are too expensive to purchase today. Many of the history, language, and literature titles would still be beneficial editions to the library.

The library began checking the second edition of Books for College Libraries: A Core Collection of 40,000 Titles, against the library's holdings, but this project was never completed. Therefore, the percentage of the Mesa College Library's holdings compared to the 40,000 titles listed in this bibliography can not be calculated at this time.

Other Bibliographic Selection Aids

The librarians at the Mesa College Library have always used library and subject area professional journal reviews and book review indexes. Choice review cards are distributed to faculty members for selection. Essay and General Literature Index, monthly lists, and annual best book lists are examined by library staff for relevancy to curriculum and collection needs.

11. Role and Mission

Mesa College

Mesa College's role and mission was revised and passed into state law in 1985.

The House Bill 1187, Section 11 (23-53-101), states:

> College established - role and mission. There is hereby established a college at Grand Junction, to be known as Mesa college, which shall be a general baccalaureate institution with moderately selective admissions. Mesa college shall offer liberal arts and sciences programs and a limited number of professional and technical programs but shall not offer any graduate programs. Mesa college shall also maintain a community college role and mission, including vocational and technical programs. Mesa college shall receive resident credit for two-year course offerings in its commission-approved service area.[1]

Teaching is still considered the first priority of faculty. They are not required to publish, but will be eligible for merit pay if they do publish. The faculty is ranked according to the number of years of college teaching experience, graduate degrees, and additional graduate hours.

[1]Session Laws of Colorado First Regular Session of the 55th General Assembly of the State of Colorado (Denver: Bradford Publishing Co., 1985), p. 764.

Mesa College Library

The library has revised its role and mission, as the college, to support the curriculum and its users. The library's goals and mission, access policy, and selection and maintenance policies have been revised and combined to form the "Mesa College Library Collection Development Policy Guidelines."[1] The 1981 selection policy was revised due to this study and the maintenance policy was added to the document.

Due to the lack of faculty involvement in materials selection, a Library Committee was formed in 1986. The committee includes a faculty representative from each school, the Student Body Association president, a student representative, the four professional librarians, the media director, and the library director. One meeting was scheduled in 1986 and another is scheduled in December, 1987. The committee is not active and has done little.

[1]Refer to Appendix C.

IV. Recommendations and Conclusion

1. Colorado Commission on Higher Education

The academic libraries should be funded at a minimum of 80 percent of the recommended CCHE formula. Additional funding should be made available to libraries building extensive subject collections. Institutions undergoing role and mission changes should also be considered for additional funding.

The CCHE has made no provisions within its library acquisitions formula for a system of checks and balances. Libraries, therefore, have the option of purchasing all or no materials in any one subject area. Since the CCHE took the time to develop this formula, they should compare each library's acquisitions to the proposed formula.

Mesa College should lobby the CCHE to review their funding basis and establish a system of checks and balances. The librarians at Mesa College should encourage the Colorado Library Association to lobby for these same goals.

2. Mesa College Library

Short Range Goals --Collection Development

According to the data represented in Appendix B, Tables 1 and 2 and in Graph 1, the collection of the Mesa College Library needs strengthened in the following areas: (1) business, (2) finance, (3) political science, (4) education, (5) science, (6) physics, (7) physiology, (8) medicine and nursing, (9) computer science, (10) animal husbandry, (11) veterinary medicine, (12) recreation and leisure services, (13) forestry, (14) technology, (15) mass communication, and (16) mechanical trades.

The library staff should work with the faculty to develop the CARL Collection Development Conspectus within each division of the National Shelflist Count. By working with the faculty and using the CARL intensity codes, subject bibliographies, and core lists, a policy can be developed within each discipline.

The library should budget its book materials fund by discipline. This would help to control the growth or maintenance of each area. In this way, the purchase of necessary subject materials would be encouraged and the purchase of unnecessary subject materials would be limited.

If the library proceeds with the recommendation to budget by discipline, the data base acquisitions program should prove to be a valuable tool to monitor expenditures. When the data base was designed, fields were created to indicate department and requester for each item ordered. Reports can be generated which will list expenditures by department and requester. The amount left to spend in that department can then be computed.[1] Once all monies for a department are expended, ordering for that department can cease. If one person is ordering the majority of materials for a department, the department chair may wish to encourage other department members to order materials.

For example, using the current data base which only includes orders from one jobber for the quarter, the history department ordered forty-five percent of all titles. Within the history department, one person ordered fifty percent of all titles. History is not one of the areas that was recommended for development.

The library's journal titles should be reevaluated in terms of the

[1]Refer to Appendix D, Figure 3.

The library's journal titles should be reevaluated in terms of the current curriculum. This has never been done with the entire journal collection. This recommendation, which grew out of this study, has already been submitted to the library and approved for action.

An assessment of the media collection should be undertaken. Library representatives should be given lists of the media available in the library. The lists should contain subject lists, as well as, author and title lists.

The library should investigate and evaluate cooperative research sharing between CARL member libraries and MARMOT member libraries. If feasible, research resources on the Western Slope should not be duplicated by libraries, but shared by them.

Short Range Goals--Library Committee

The Library Committee should meet quarterly during the academic year. The librarians and the school library representatives should meet informally as often as necessary to develop the CARL Collection Development Plan and to build subject collections. Lack of participation in the Library Committee may be because the committee is not prestigious or that faculty do not receive rating points toward advancement or merit pay.

The library should negotiate with the college administration to develop a rating system for committee participants. The system should be similar to the Faculty Senate rating system.

The library should also request that the President or the Vice-President of Academic Affairs attend the Library Committee meetings. Their presence at the meetings would stress the importance of faculty involvement in the library.

Each faculty member should be required to send a course syllabus to the library for each course taught. This would help the librarians in anticipating the needs of the users. Any materials not available in the library, but listed on course syllabi could be ordered. Herbert S. White stated, "The needs of students can be easily predicted from syllabi and course outlines."[1]

Meetings to orientate new faculty with the library services and resources should be scheduled by the Library Director. The librarians could work with the faculty and introduce them to the core collections, journal and index holdings, and books within their teaching areas. This orientation should be held at the beginning of each semester.

Long Range Goals

Through recent negotiations, Adams State College has agreed to transfer ten percent of the tuition and fees received for courses offered at the Mesa campus. Mesa should begin similar negotiations with all of the other institutions offering graduate programs at Mesa.

The library should reassess its collection biennially, using the National Shelflist Count. This should be simplified using the automated circulation system to compute circulation, Reserve, and ILL statistics. The reference librarians should continue recording on the reference surveys. The circulation and reference statistics should also be tabulated using the National Shelflist Count.

The librarians and faculty should continue to build and maintain the collection. The faculty must become involved in the Library Com-

[1]Herbert S. White, Managing the Special Library: Strategies for Success Within the Larger Organization (White Plains, NY: Knowledge Industries Publications, 1984), p. 114.

mittee and the librarians must become involved in faculty committees and meetings. "Sources of information mentioned in the literature as being useful for librarians learning about the curriculum include the course catalog, faculty contacts, course syllabi, and the card catalog...Many authors emphasize informal means for learning of such change."[1] These would assist the librarians in continually reevaluating the goals and mission of the library in relation to the college curriculum. The major ideas of collection development are: (1) knowing your collection, (2) supporting the goals and mission of the organization, and (3) anticipating the needs of your patrons.

[1]Catherine E. Pasterczyk, "Involvement in Curriculum Change," College and Research Libraries, XLVII, No. 1 (January, 1986), 7.

APPENDIX A

APPENDIX A Figure 1.

REFERENCE QUESTIONS FOUND FOR THE WEEK OF

AC	E	M	RT
AE	----------	ML	RV
AG	F	MT	RX
AI	----------	----------	RZ
AM	G	N	----------
AN	GA	NA	S
AP	GB	NB	SB
AS	GC	NC	SD
AY	GF	ND	SF
AZ	GN	NE	SH
----------	GR	NK	SK
B	GT	NX	----------
BC	GV	----------	T
BD	----------	P	TA
BF	H	PA	TC
BH	HA	PB	TD
BJ	HB	PC	TE
BL	HC	PD	TF
BM	HD	PE	TG
BP	HE	PF	TH
BR	HF	PG	TJ
BS	HG	PH	TK
BT	HJ	PJ	TL
BV	HM	PK	TN
BX	HN	PL	TP
----------	HQ	PM	TR
C	HS	PN	TS
CA	HT	PQ	TT
CB	HV	PR	TX
CC	HX	PS	----------
CD	----------	PT	U
CE	J	----------	UA
CJ	JA	Q	UB
CN	JC	QA	UC
CR	JF	QB	UD
CS	JK	QC	UE
CT	JL	QD	UF
----------	JN	QE	UG
D	JQ	QH	UH
DA	JS	QK	----------
DB	JV	QL	V
DC	JX	QM	VA
DD	----------	QP	VB
DE	K	QR	VC
DF	KF	----------	VD
DG	KFC	R	VE
DH	----------	RA	VF
DJ	L	RB	VG
DK	LA	RC	VK
DI	LB	RD	VM
DP	LC	RE	----------
DQ	LD	RF	Z
DR	LE	RG	----------
DS	LF	RJ	ABSTRACTS
DT	LG	RK	BUSINESS SERV
DU	LH	RL	INDEXES
DX	LJ	RM	INFOTRAC
	LT	RS	REFERRALS

APPENDIX A Figure 2 RANDOM SAMPLE SELECTION WORK SHEET

SHELF LIST	RAWER #	INCHES TO MEASURE
	18	3.85
	22	12.06
	23	7.52
	24	8.45
	28	10.41
	33	4.67
	35	2.28
	47	10.34
	55	8.95
	59	12.14
	66	6.66
	79	6.13
	89	11.35
	93	10.15
	95	9.68
	98	8.20
	111	6.97
	117	3.33
	119	6.34

NOTE: IF SHELF LIST DRAWER DOES NOT HAVE ENOUGH INCHES TO PULL THE CORRECT CARD ADD THE NUMBER OF INCHES LEFT TO THE NEXT DRAWER.

APPENDIX A Figure 3

COLLECTION DEVELOPMENT--RANDOM SAMPLE DATA WORK SHEET

	IMPRINT DATE	ACCESSION DATE	LAST YEAR CHKD OUT	TOTAL # OF CIRCS.	REQESTOR NAME	MISSING	GIFT	PURCHASE	PRICE
1	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
2	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
3	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
4	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
5	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
6	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
7	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
8	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
9	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
10	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
.	.	.	.	.	.				.
.	.	.	.	.	.				.
.	.	.	.	.	.				.
500	xxxx	19xx	19xx	xx	xxxxxxxx				$$xxx.xx
TOTALS AVERAGES									

APPENDIX A Figure 4

MESA COLLEGE LIBRARY SURVEY OCTOBER 1987

We are interested in whether our patrons find what they are looking for in the library, and whether our collection adequately meets the needs of our patrons. Both materials used in the library and materials you check out should be considered "found" materials if they provided the information sought.

Please use this sheet as you look for materials today. Before you leave, please deposit this in the box near the exit gate. If you have questions about this questionnaire, please ask a library staff member. We will use this information in collection development.

1. STUDENT: Year and major (e.g. senior--business)_____
   NON-STUDENT: Faculty___ Staff___ DOE___
   Other (specify)_____
2. Purpose of library visit: Class work___ Leisure Reading___
   Other (specify)_____
3. Your search began at: Marmot___ Card Catalog___ InfoTrac___
   Periodical Indexes___ Other (specify)_____
4. You were looking for:
   ___Title (specify)_____
   ___Author (specify)_____
   ___Subject (specify)_____
5. If you checked the shelves for any books, list their call numbers:
   _____
   _____
   _____
   _____
6. Did you locate the information sought? Yes_____ No_____
7. If the search was not successful it was due to:
   _____Too few titles on the subject
   _____Subject was found, but material was outdated
   _____Subject was found, but material was not available
   _____No titles found on subject
   _____Other (please specify)_____
   _____
8. If you were browsing and not looking for anything specific, did you find something that was helpful or interesting? Yes____ No_____
9. ____Check here if your visit today did not include any of the above activities.

10. If you have any comments regarding the library and it's collection, please share them with us._____
    _____
    _____
    _____
    _____

PLEASE PUT THIS IN THE BOX BY THE EXIT DOOR AS YOU LEAVE THE LIBRARY!

THANK YOU!

APPENDIX B

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
AC	0.750	75	0.070	1		1	0.123
AE	0.500	50	0.046	13		13	1.601
AG	0.375	38	0.035	15	1	16	1.970
AI	0.125	13	0.012	96		96	11.823
AM	0.270	27	0.025	0		0	0.000
AN	0.000	0	0.000	0		0	0.000
AP	0.000	0	0.000	0		0	0.000
AS	0.375	38	0.035	7		7	0.862
AY	0.280	28	0.026	2		2	0.246
AZ	0.375	38	0.035	0		0	0.000
B	14.250	1425	1.322	8		8	0.985
BC	1.000	100	0.093	1		1	0.123
BD	2.000	200	0.186	0		0	0.000
BF	21.500	2150	1.995	7	1	8	0.985
BH	0.500	50	0.046	0		0	0.000
BJ	3.040	304	0.282	0		0	0.000
BL	6.500	650	0.603	4	1	5	0.616
BM	1.750	175	0.162	0		0	0.000
BP	0.760	76	0.071	0		0	0.000
BR	4.750	475	0.441	0		0	0.000
BS	4.750	475	0.441	0		0	0.000
BT	3.010	301	0.279	0		0	0.000
BV	2.810	281	0.261	1		1	0.123
BX	6.125	613	0.568	1		1	0.123
C	0.010	1	0.001	0		0	0.000
CA	0.000	0	0.000	0		0	0.000
CB	3.375	338	0.313	0		0	0.000

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
CC	1.125	113	0.104	0		0	0.000
CD	0.145	15	0.013	0		0	0.000
CE	0.030	3	0.003	0		0	0.000
CJ	0.250	25	0.023	0		0	0.000
CN	0.000	0	0.000	0		0	0.000
CR	0.165	17	0.015	0		0	0.000
CS	0.375	38	0.035	0		0	0.000
CT	2.250	225	0.209	4		4	0.493
D	12.750	1275	1.183	5		5	0.616
DA	7.750	775	0.719	2		2	0.246
DB	0.750	75	0.070	2		2	0.246
DC	2.770	277	0.257	3		3	0.369
DD	2.030	203	0.188	2		2	0.246
DE	0.375	38	0.035	0		0	0.000
DF	2.270	227	0.211	2		2	0.246
DG	2.550	255	0.237	2		2	0.246
DH	0.125	13	0.012	2		2	0.246
DJ	0.175	18	0.016	2		2	0.246
DK	4.375	438	0.406	2	1	3	0.369
DI	0.000	0	0.000	0		0	0.000
DP	1.530	153	0.142	0		0	0.000
DQ	0.125	13	0.012	0		0	0.000
DR	0.750	75	0.070	0		0	0.000
DS	21.500	2150	1.995	0		0	0.000
DT	5.000	500	0.464	0		0	0.000
DU	1.050	105	0.097	0		0	0.000
DX	0.060	6	0.006	0		0	0.000

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
E	55.750	5575	5.174	12		12	1.478
F	45.750	4575	4.246	13	4	17	2.094
G	5.250	525	0.487	18	1	19	2.340
GA	0.270	27	0.025	2		2	0.246
GB	4.375	438	0.406	0		0	0.000
GC	1.375	138	0.128	0		0	0.000
GF	0.780	78	0.072	0		0	0.000
GN	5.875	588	0.545	1	2	3	0.369
GR	1.875	188	0.174	0		0	0.000
GT	1.375	138	0.128	2		2	0.246
GV	16.750	1675	1.554	9		9	1.108
H	2.375	238	0.220	5		5	0.616
HA	1.500	150	0.139	12		12	1.478
HB	10.000	1000	0.928	4		4	0.493
HC	11.750	1175	1.090	1		1	0.123
HD	33.500	3350	3.109	12	2	14	1.724
HE	3.250	325	0.302	11	2	13	1.601
HF	27.000	2700	2.506	33	2	35	4.310
HG	8.250	825	0.766	30	3	33	4.064
HJ	2.500	250	0.232	0		0	0.000
HM	12.125	1213	1.125	0		0	0.000
HN	7.625	763	0.708	0		0	0.000
HQ	19.250	1925	1.787	8	1	9	1.108
HS	0.155	16	0.014	2		2	0.246
HT	3.625	363	0.336	1		1	0.123
HV	15.000	1500	1.392	8		8	0.985
HX	4.050	405	0.376	0	2	2	0.246

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
J	0.250	25	0.023	2		2	0.246
JA	1.530	153	0.142	2		2	0.246
JC	3.280	328	0.304	1		1	0.123
JF	1.375	138	0.128	0		0	0.000
JK	8.500	850	0.789	16		16	1.970
JL	0.135	14	0.013	0		0	0.000
JN	1.125	113	0.104	0		0	0.000
JQ	0.780	78	0.072	0		0	0.000
JS	0.875	88	0.081	0		0	0.000
JV	0.590	59	0.055	0		0	0.000
JX	3.000	300	0.278	0		0	0.000
K	1.450	145	0.135	2		2	0.246
KF	12.370	1237	1.148	10		10	1.232
KFC	0.500	50	0.046	21	1	22	2.709
L	1.500	150	0.139	8		8	0.985
LA	6.000	600	0.557	9	1	10	1.232
LB	22.500	2250	2.088	30	6	36	4.433
LC	9.750	975	0.905	5		5	0.616
LD	0.500	50	0.046	0		0	0.000
LE	0.000	0	0.000	0		0	0.000
LF	0.125	13	0.012	0		0	0.000
LG	0.010	1	0.001	0		0	0.000
LH	0.000	0	0.000	0		0	0.000
LJ	0.020	2	0.002	0		0	0.000
LT	0.000	0	0.000	0		0	0.000

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
M	3.030	303	0.281	3		3	0.369
ML	20.000	2000	1.856	5		5	0.616
MT	6.125	613	0.568	1		1	0.123
N	13.000	1300	1.206	1		1	0.123
NA	3.250	325	0.302	0		0	0.000
NB	2.030	203	0.188	0		0	0.000
NC	3.040	304	0.282	0		0	0.000
ND	9.375	938	0.870	2		2	0.246
NE	1.375	138	0.128	0		0	0.000
NK	5.000	500	0.464	3		3	0.369
NX	1.375	138	0.128	1		1	0.123
P	2.625	263	0.244	2		2	0.246
PA	4.625	463	0.429	0		0	0.000
PB	0.125	13	0.012	0		0	0.000
PC	1.000	100	0.093	0		0	0.000
PD	0.020	2	0.002	0		0	0.000
PE	8.750	875	0.812	19	4	23	2.833
PF	0.300	30	0.028	1	1	2	0.246
PG	3.625	363	0.336	0		0	0.000
PH	0.125	13	0.012	0		0	0.000
PJ	0.780	78	0.072	0		0	0.000
PK	0.270	27	0.025	0		0	0.000
PL	1.375	138	0.128	2		2	0.246
PM	0.150	15	0.014	0		0	0.000
PN	39.500	3950	3.666	25	1	26	3.202
PQ	12.875	1288	1.195	1		1	0.123

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
PR	50.250	5025	4.663	4		4	0.493
PS	55.500	5550	5.151	17		17	2.094
PT	5.270	527	0.489	0		0	0.000
Q	5.500	550	0.510	9		9	1.108
QA	24.750	2475	2.297	13	7	20	2.463
QB	4.000	400	0.371	1		1	0.123
QC	12.500	1250	1.160	7	2	9	1.108
QD	11.500	1150	1.067	5		5	0.616
QE	35.500	3550	3.295	4	1	5	0.616
QH	15.500	1550	1.438	3		3	0.369
QK	11.250	1125	1.044	1		1	0.123
QL	12.750	1275	1.183	4		4	0.493
QM	1.125	113	0.104	2		2	0.246
QP	6.125	613	0.568	6		6	0.739
QR	2.625	263	0.244	0		0	0.000
R	4.500	450	0.418	6		6	0.739
RA	7.000	700	0.650	3	2	5	0.616
RB	1.030	103	0.096	0		0	0.000
RC	17.750	1775	1.647	10	1	11	1.355
RD	1.270	127	0.118	0		0	0.000
RE	0.125	13	0.012	2		2	0.246
RF	0.125	13	0.012	0		0	0.000
RG	1.250	125	0.116	2		2	0.246
RJ	3.290	329	0.305	2		2	0.246
RK	1.020	102	0.095	2		2	0.246
RL	0.050	5	0.005	0		0	0.000
RM	2.375	238	0.220	4	2	6	0.739

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
RS	0.500	50	0.046	1	2	3	0.369
RT	7.500	750	0.696	3		3	0.369
RY	0.000	0	0.000	0		0	0.000
RX	0.000	0	0.000	0		0	0.000
RZ	0.270	27	0.025	0		0	0.000
S	3.500	350	0.325	0		0	0.000
SB	7.750	775	0.719	3		3	0.369
SD	0.875	88	0.081	1	2	3	0.369
SF	3.750	375	0.348	3	1	4	0.493
SH	0.510	51	0.047	0		0	0.000
SK	0.780	78	0.072	4	2	6	0.739
T	3.500	350	0.325	3		3	0.369
TA	4.500	450	0.418	6	4	10	1.232
TC	0.540	54	0.050	0	2	2	0.246
TD	2.750	275	0.255	2	1	3	0.369
TE	0.070	7	0.006	0		0	0.000
TF	0.520	52	0.048	0		0	0.000
TG	0.125	13	0.012	0		0	0.000
TH	2.750	275	0.255	0		0	0.000
TJ	3.500	350	0.325	2	1	3	0.369
TK	7.750	775	0.719	5	5	10	1.232
TL	6.250	625	0.580	3	1	4	0.493
TN	8.500	850	0.789	3	2	5	0.616
TP	2.250	225	0.209	2		2	0.246
TR	2.625	263	0.244	4		4	0.493
TS	2.500	250	0.232	0		0	0.000
TT	4.875	488	0.452	4		4	0.493

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
TX	5.500	550	0.510	10	2	12	1.478
U	1.125	113	0.104	0		0	0.000
UA	1.560	156	0.145	0		0	0.000
UB	0.780	78	0.072	1	3	4	0.493
UC	0.160	16	0.015	0		0	0.000
UD	0.030	3	0.003	0		0	0.000
UE	0.040	4	0.004	0		0	0.000
UF	0.250	25	0.023	0		0	0.000
UG	0.540	54	0.050	0		0	0.000
UH	0.060	6	0.006	0		0	0.000
V	0.170	17	0.016	0		0	0.000
VA	0.290	29	0.027	0		0	0.000
VB	0.040	4	0.004	0		0	0.000
VC	0.000	0	0.000	0		0	0.000
VD	0.000	0	0.000	0		0	0.000
VE	0.060	6	0.006	0		0	0.000
VF	0.000	0	0.000	0		0	0.000
VG	0.040	4	0.004	0		0	0.000
VK	0.125	13	0.012	0		0	0.000
VM	0.250	25	0.023	0		0	0.000
Z	22.750	2275	2.111	25		25	3.079
ABSTRACTS		6	0.006				
BUSINESS SERV		36	0.033				
INDEXES		22	0.020				
INFOTRAC							

APPENDIX B Table 1.

SUPPLY AND DEMAND PROPORTIONS
FOR 207 LC DIVISIONS

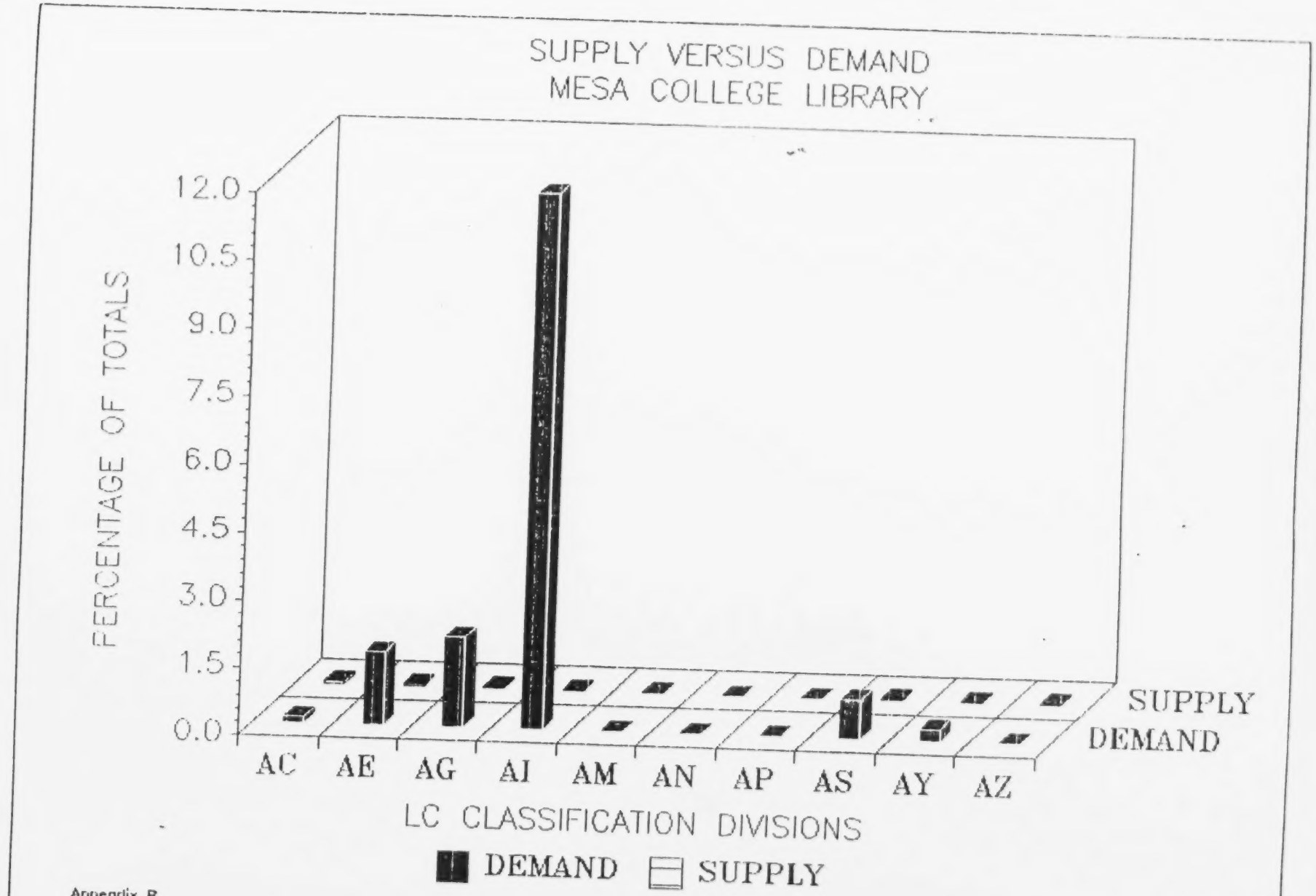
	SUPPLY			DEMAND			
	SL CARD INCHES	NUMBER OF TITLES	PERCENTAGE OF COLLECTION	SUBJECT USE	POTENTIAL SUBJECT USE	TOTAL SUBJECT & POTENTIAL SUB. USE	PERCENTAGE OF SUBJECT USE & POTENTIAL SUBJECT USE
REFERRALS							
TOTALS		107,753	100	732	80	812	100.000

APPENDIX B Table 2.

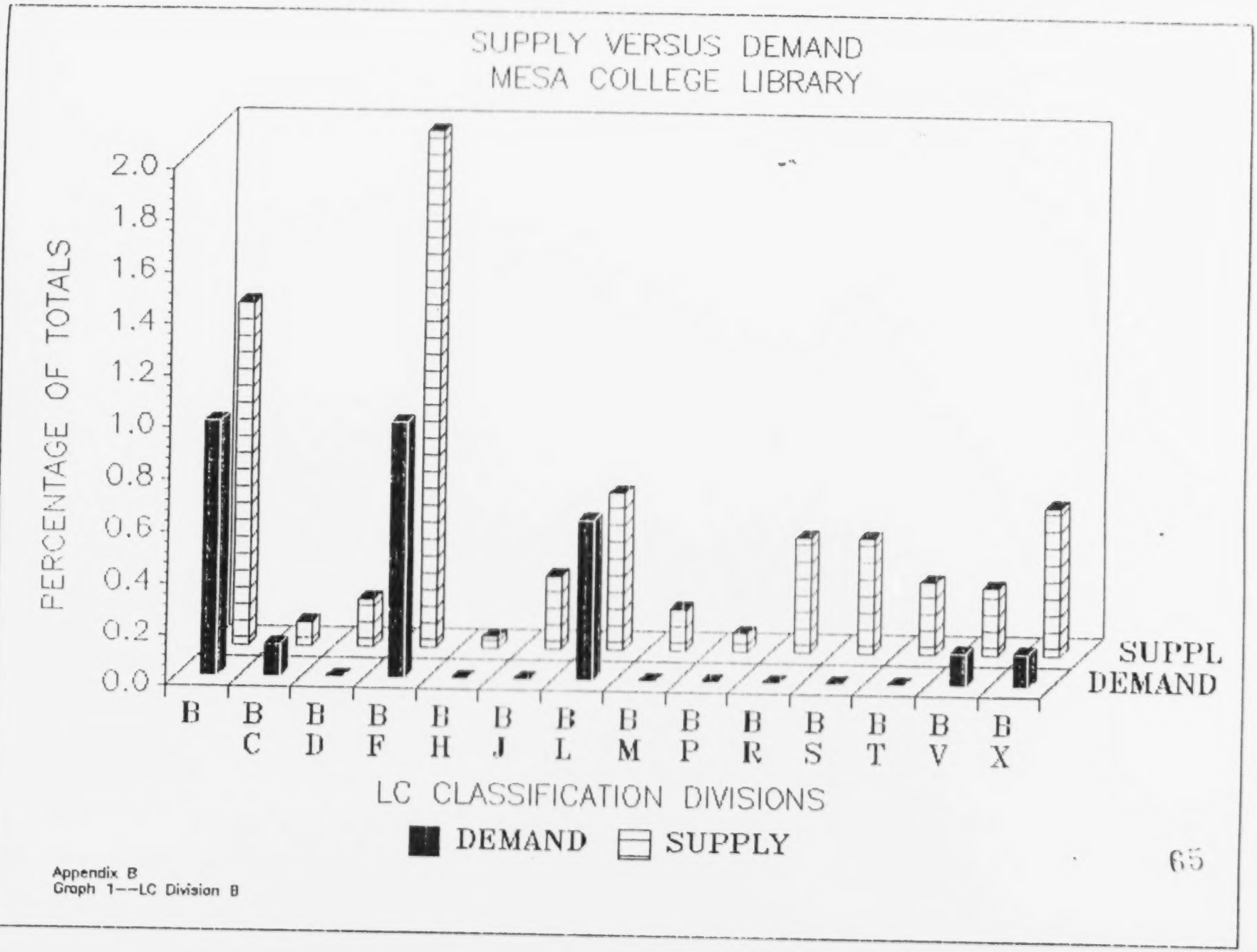
SUPPLY AND DEMAND PROPORTIONS
FOR 21 LC DIVISIONS

NUMBER OF TITLES PER LC CLASSIFICATION

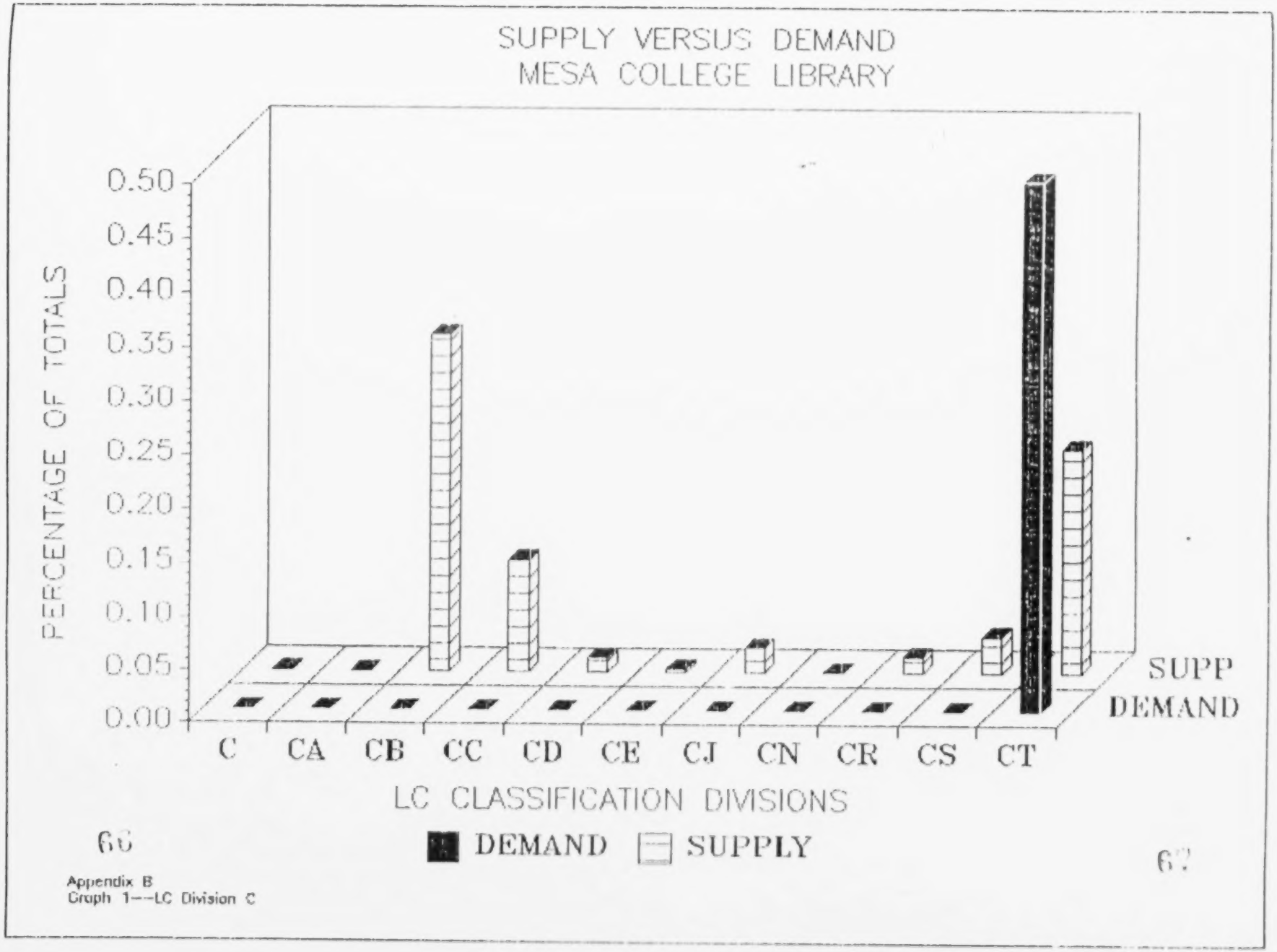
	SUPPLY		DEMAND						
	NUMBER OF TITLES	% OF COLLECTION	NUMBER OF CIRCULATIONS WITHIN COMBINED ALPHA GROUPS	% OF CIRCULATIONS WITHIN COMBINED ALPHA GROUPS	NUMBER OF IN-HOUSE USAGE WITHIN ALPHA GROUPS	% OF IN-HOUSE USAGE	NUMBER OF SUBJECT USE & POTENTIAL SUBJECT USE	% OF SUBJECT USE & POTENTIAL SUBJECT USE	AVERAGE OF DEMAND
A	305	0.283	37	0.417	84	2.264	135	16.626	6.436
B	7,275	6.751	745	8.397	301	8.113	24	2.956	6.489
C	773	0.717	48	0.541	19	0.512	4	0.493	0.515
D	6,594	6.119	325	3.663	156	4.205	25	3.079	3.649
E	5,575	5.174	343	3.866	93	2.507	12	1.478	2.617
F	4,575	4.246	181	2.040	112	3.019	17	2.094	2.384
G	3,793	3.520	350	3.945	153	4.124	35	4.310	4.126
H	16,196	15.030	1,518	17.110	459	12.372	139	17.118	15.533
J	2,144	1.990	137	1.544	78	2.102	21	2.586	2.078
K	1,432	1.329	105	1.183	82	2.210	34	4.187	2.527
L	4,041	3.750	479	5.399	183	4.933	59	7.266	5.866
M	2,916	2.706	160	1.803	73	1.968	9	1.108	1.626
N	3,845	3.568	455	5.128	198	5.337	7	0.862	3.776
P	18,717	17.370	694	7.822	328	8.841	77	9.483	8.715
Q	14,313	13.283	1,461	16.468	591	15.930	65	8.005	13.467
R	4,806	4.460	1,125	12.680	446	12.022	42	5.172	9.958
S	1,717	1.593	138	1.555	64	1.725	16	1.970	1.750
T	5,851	5.430	503	5.670	206	5.553	62	7.635	6.286
U	455	0.422	28	0.316	26	0.701	4	0.493	0.503
V	98	0.090	10	0.113	4	0.108	0	0.000	0.074
Z	2,275	2.111	30	0.338	54	1.456	25	3.079	1.624
	64	0.059							
	107,753	100.000	8,872	100	3,710	100.000	812.000	100.000	100.000



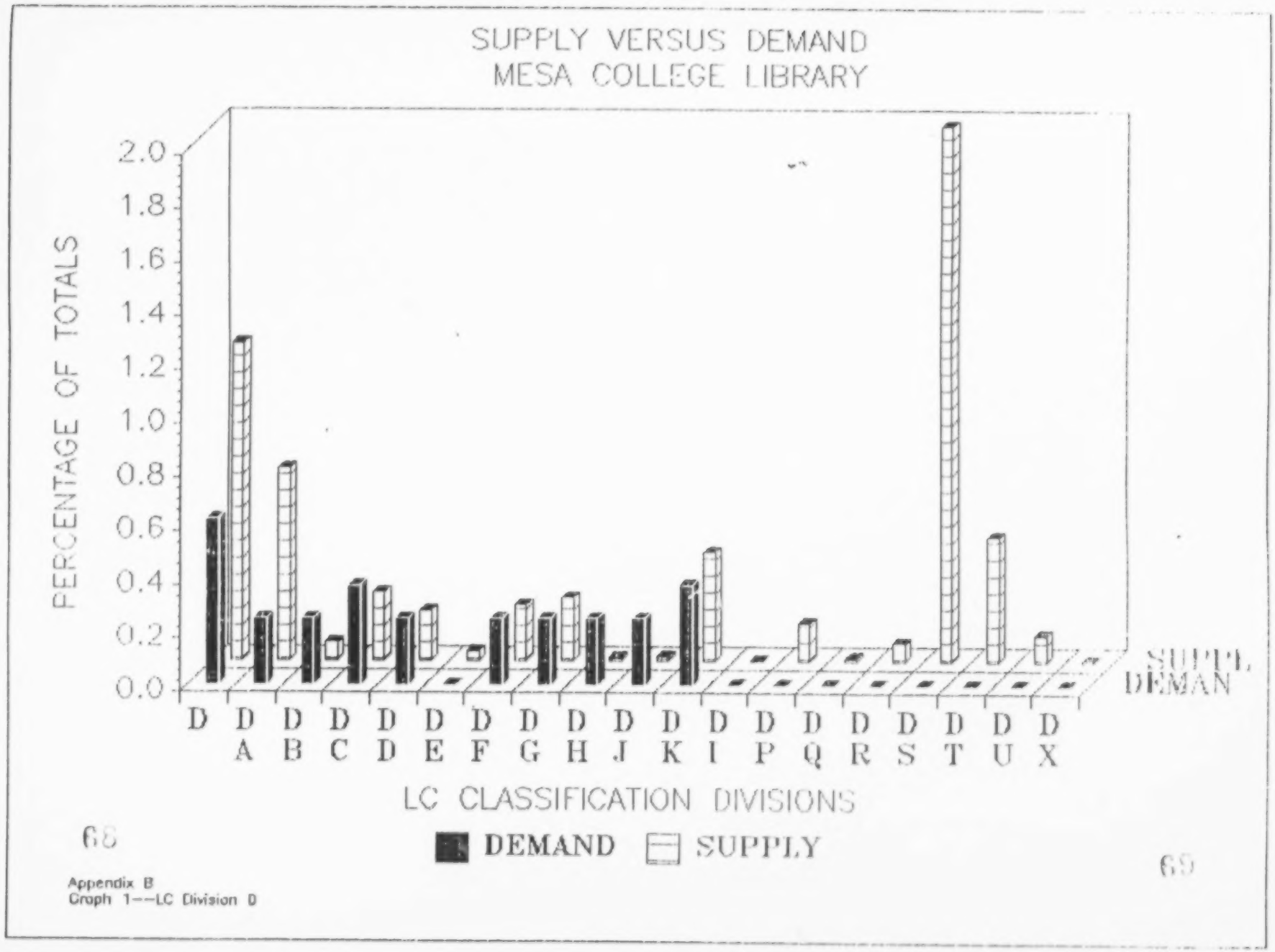
Appendix B
Graph 1--LC Division A



Appendix B
Graph 1--LC Division B



Appendix B
Graph 1--LC Division C



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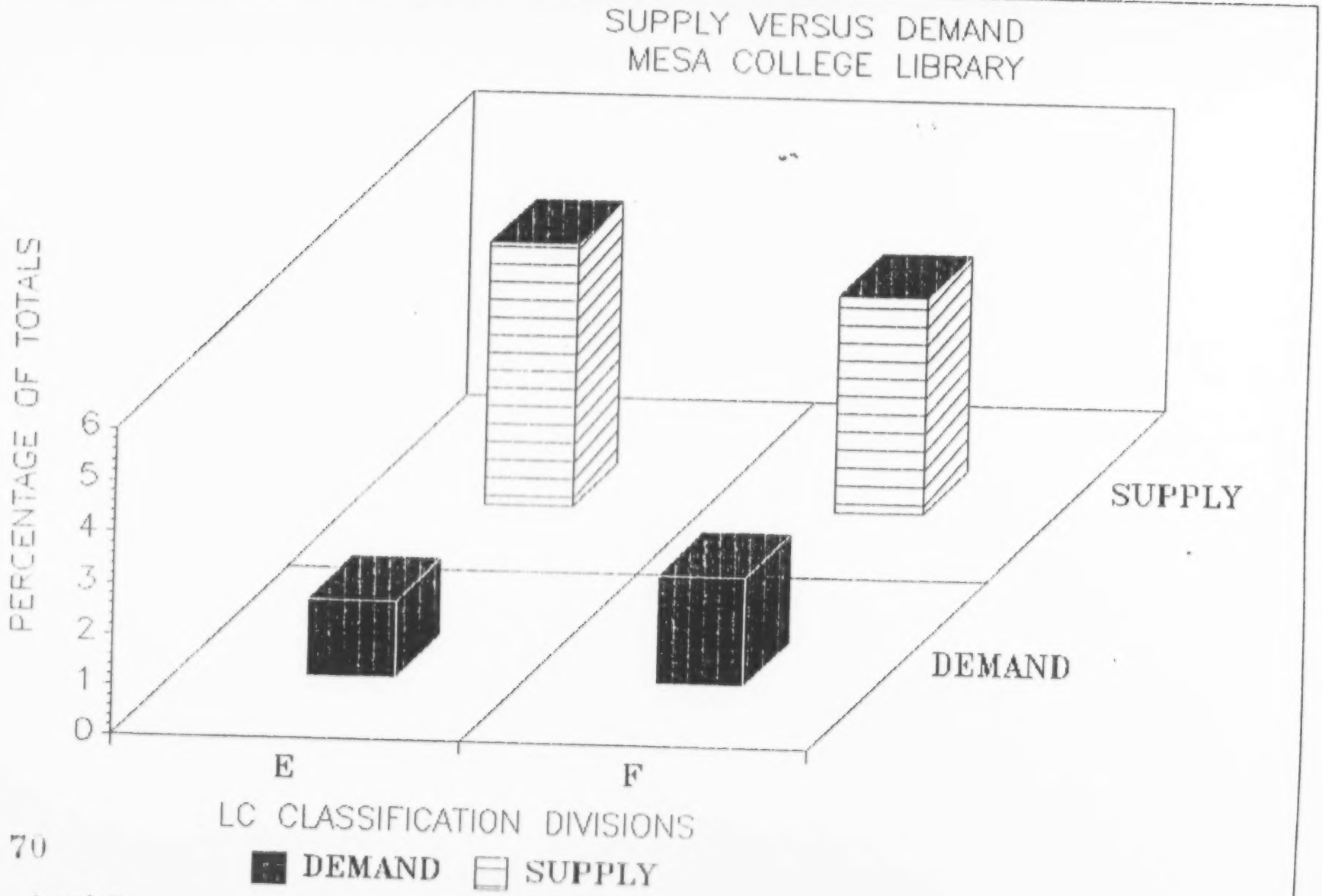
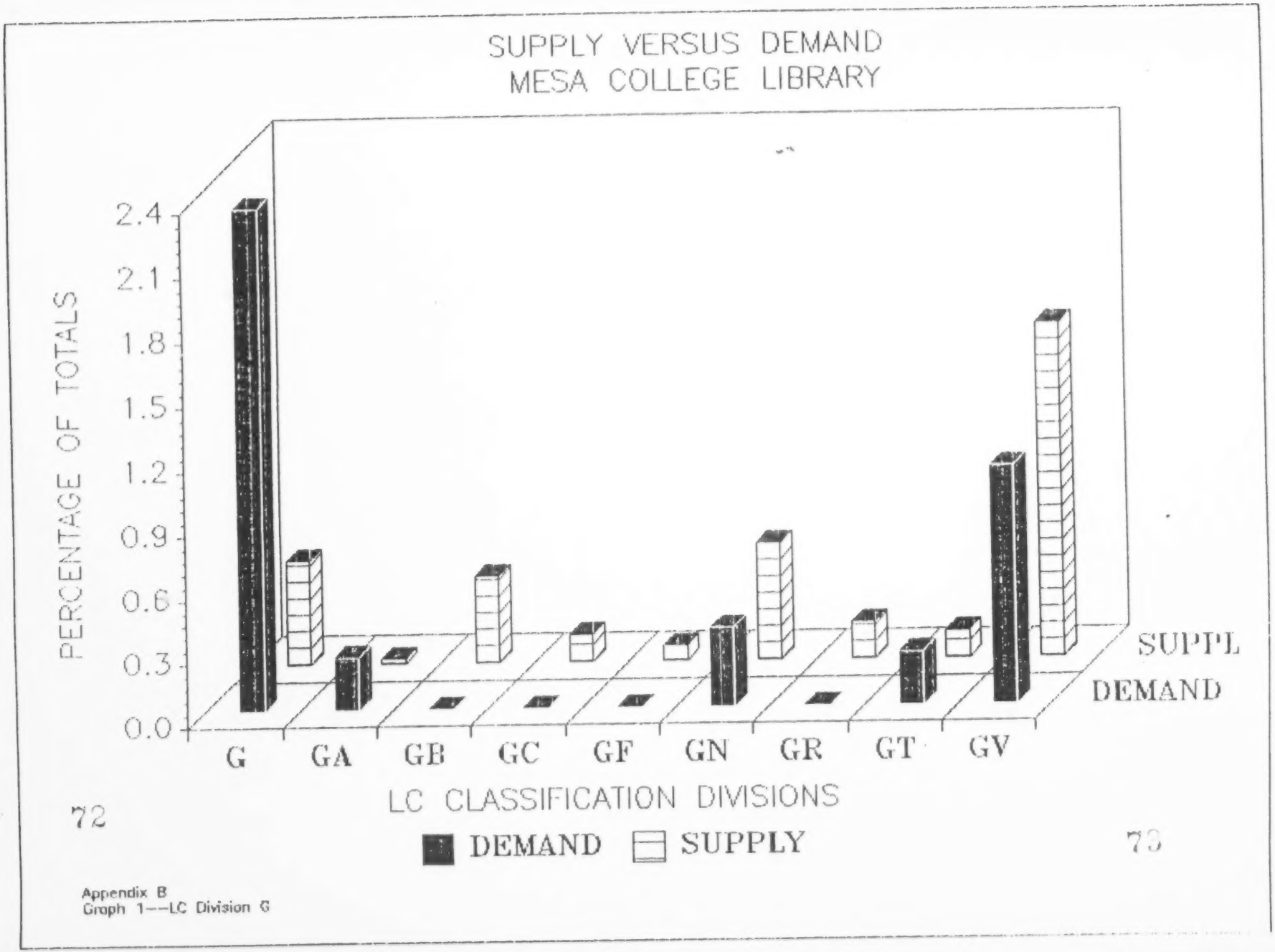
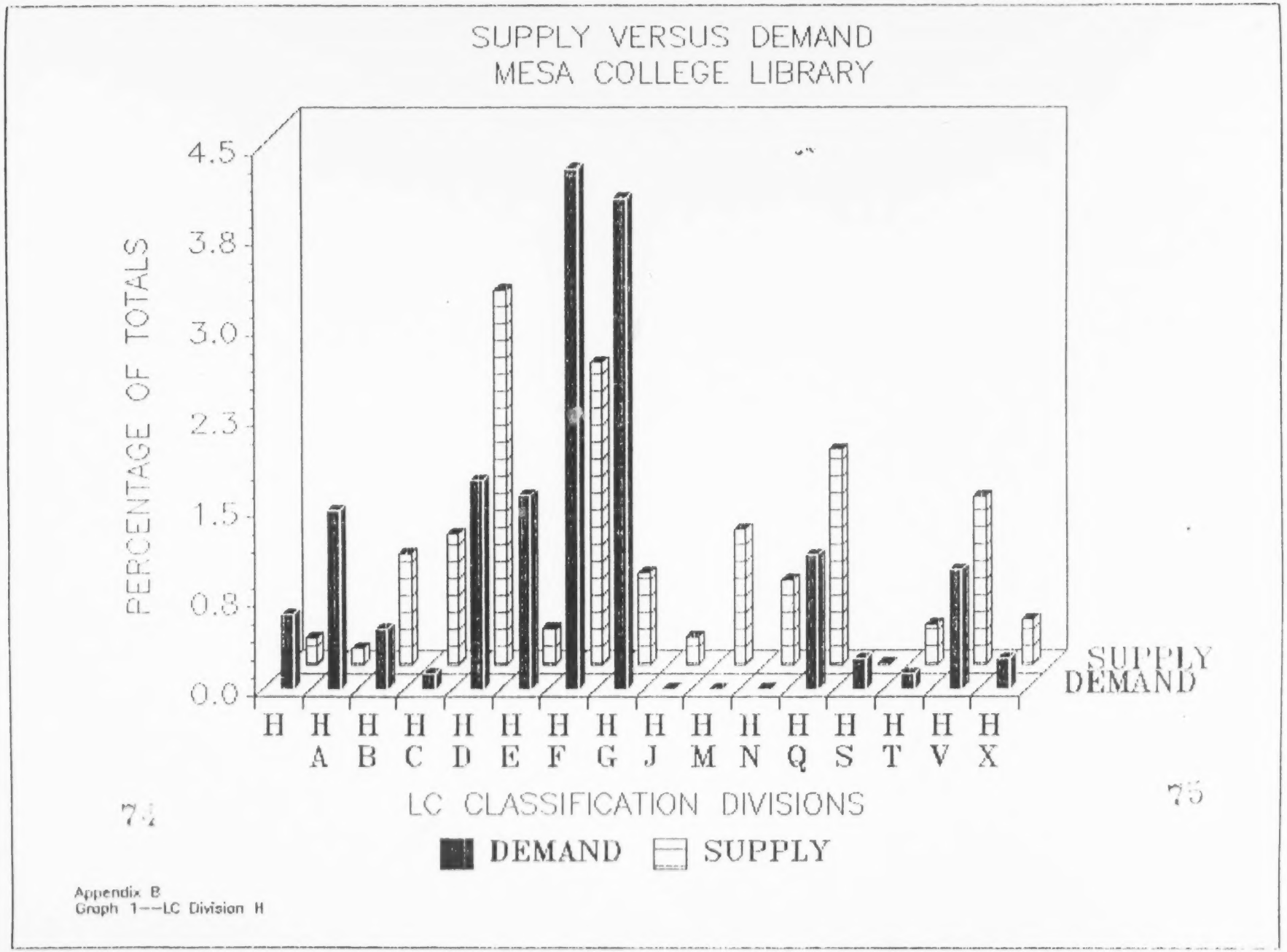
Appendix B
Graph 1--LC Division D



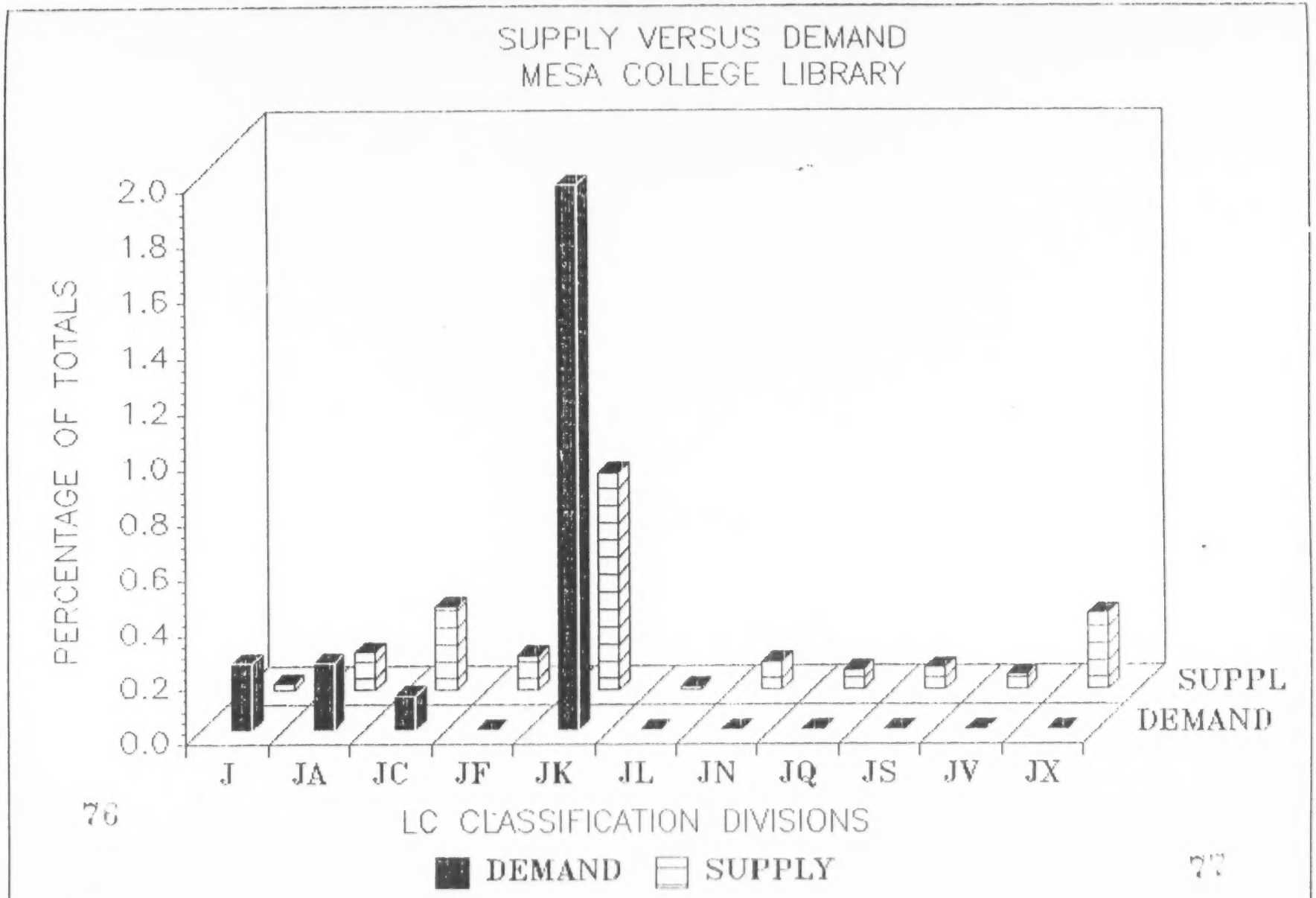
Appendix B
Graph 1--LC Division E & F



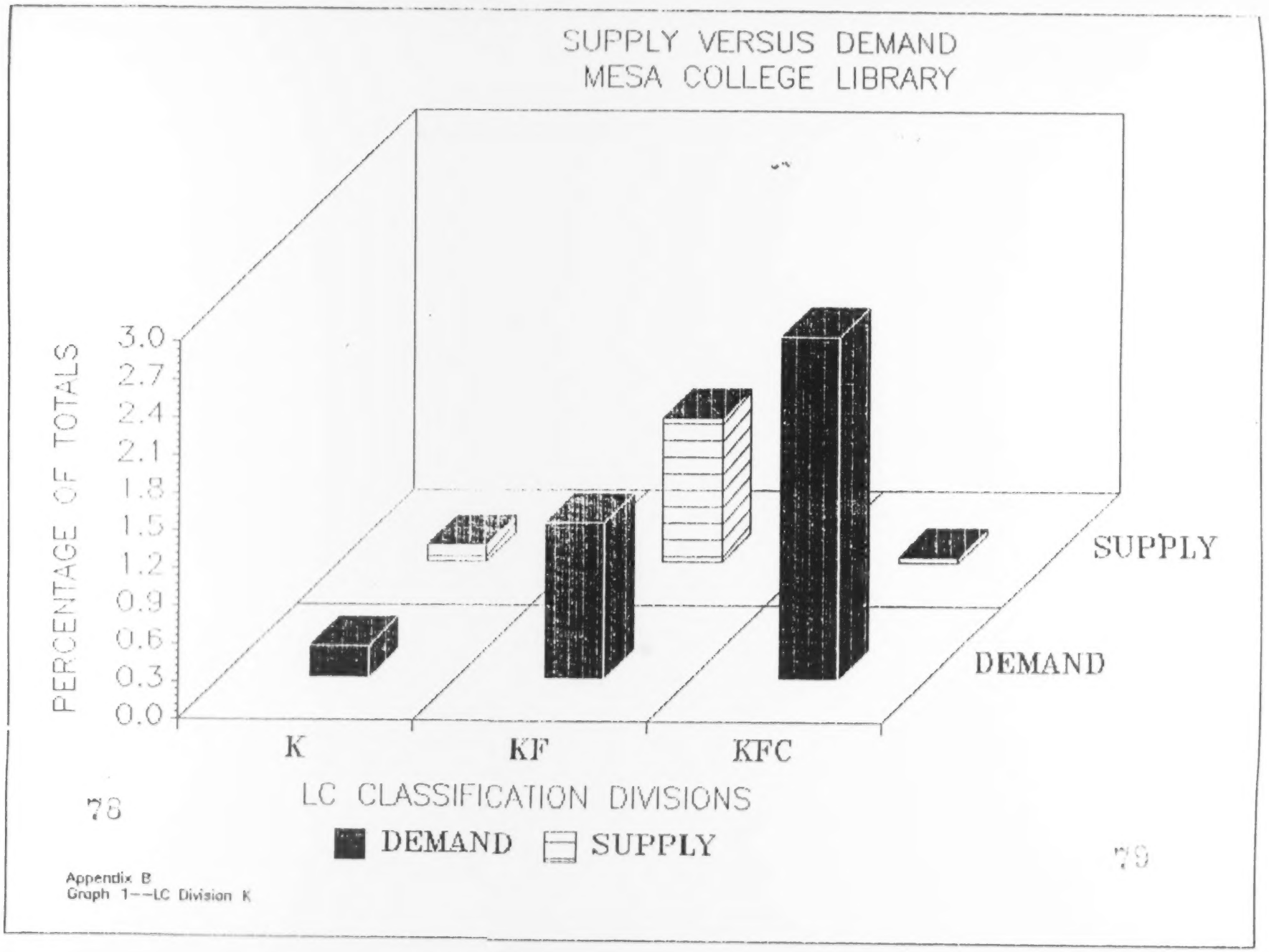
Appendix B
Graph 1--LC Division G



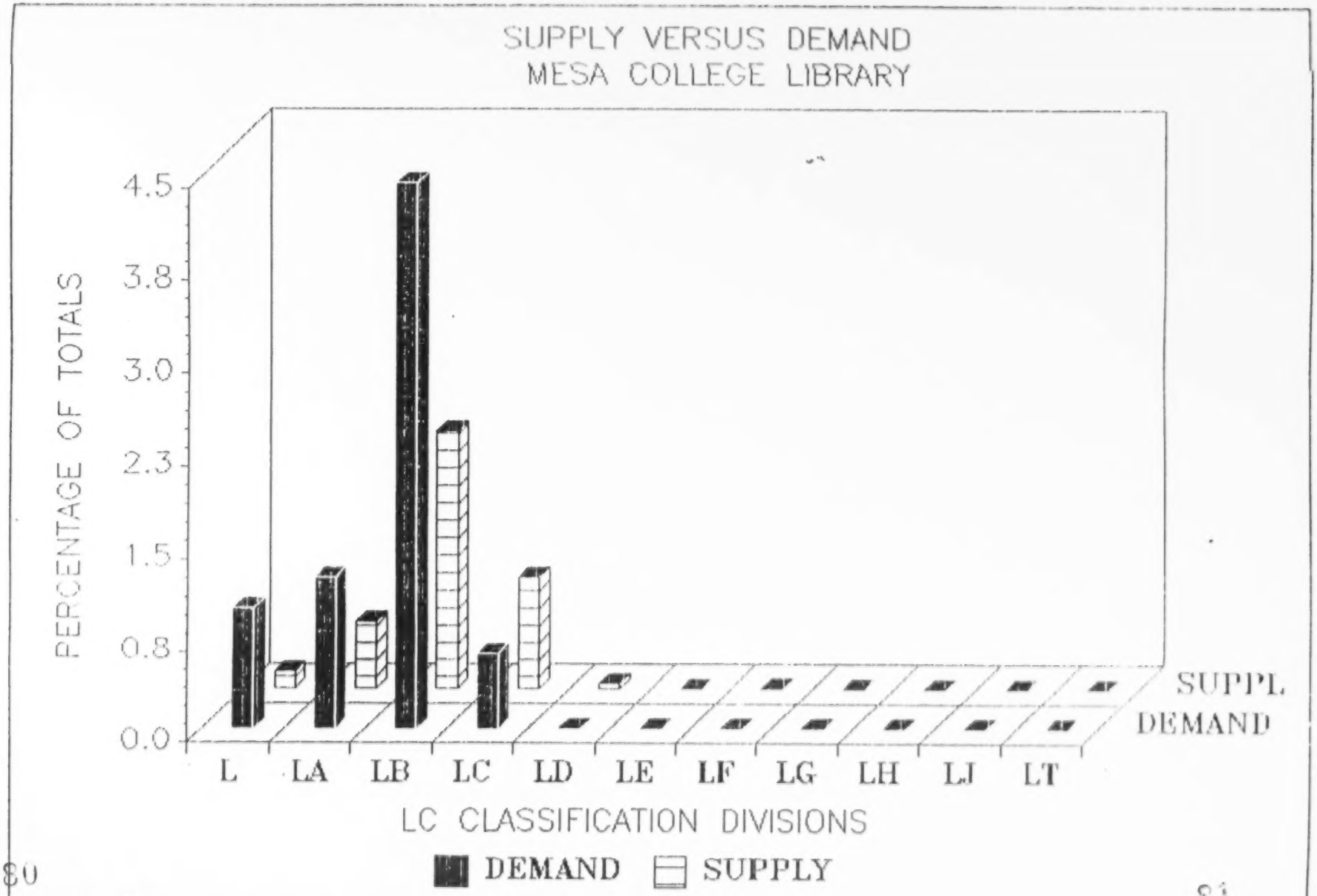
Appendix B
Graph 1--LC Division H



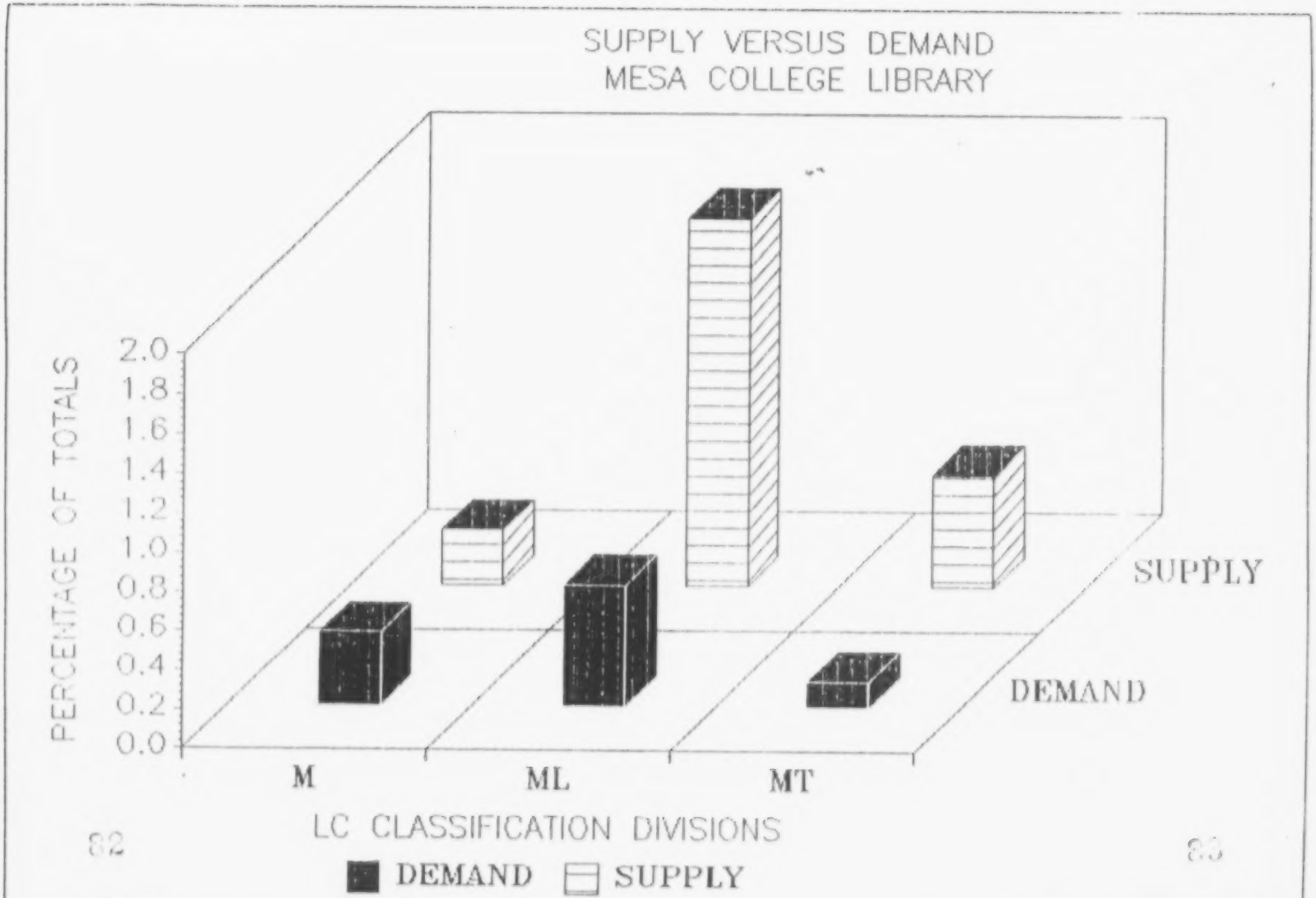
Appendix B
Graph 1--LC Division J



Appendix B
Graph 1--LC Division K



Appendix B
Graph 1--LC Division L



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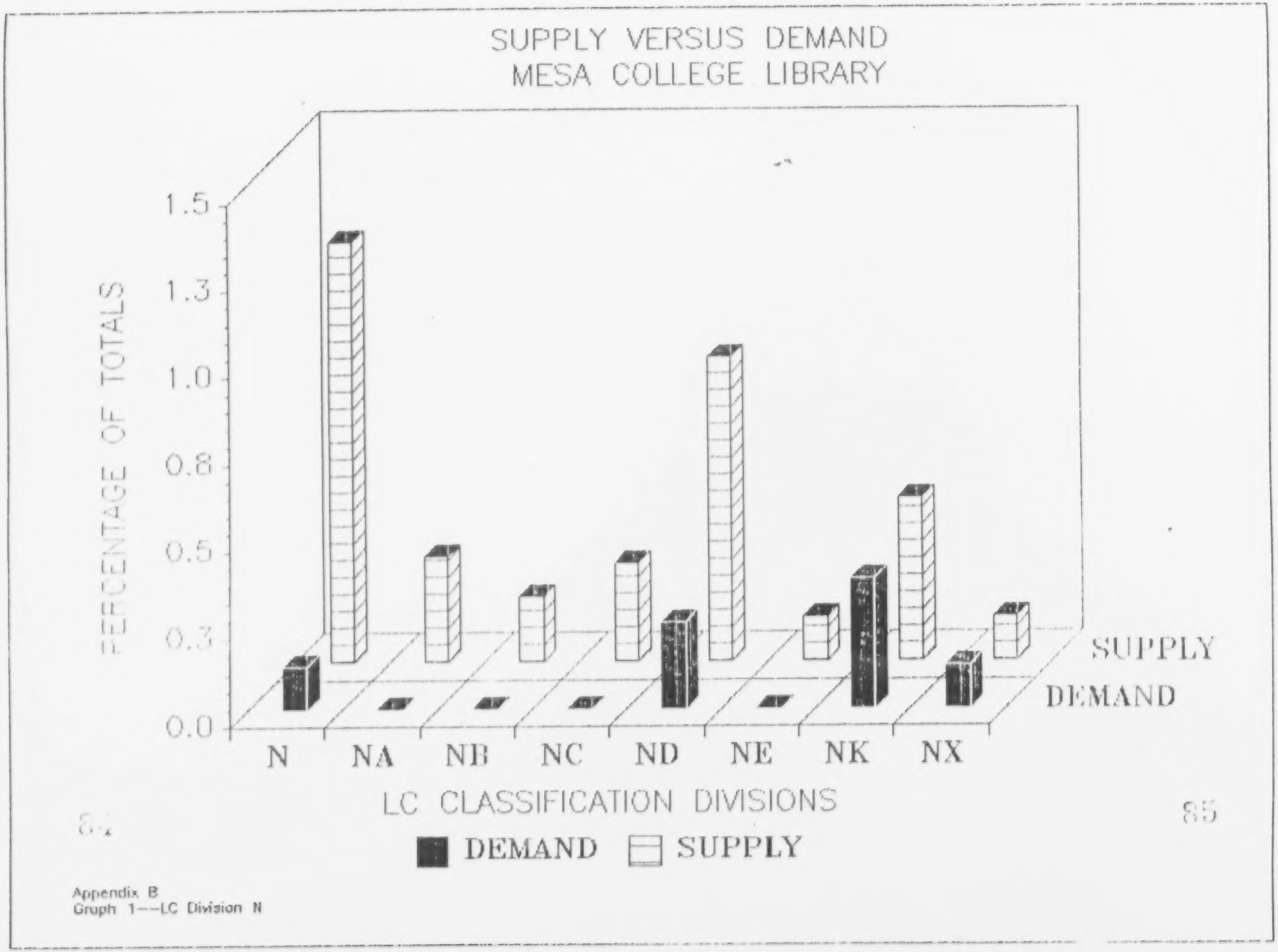
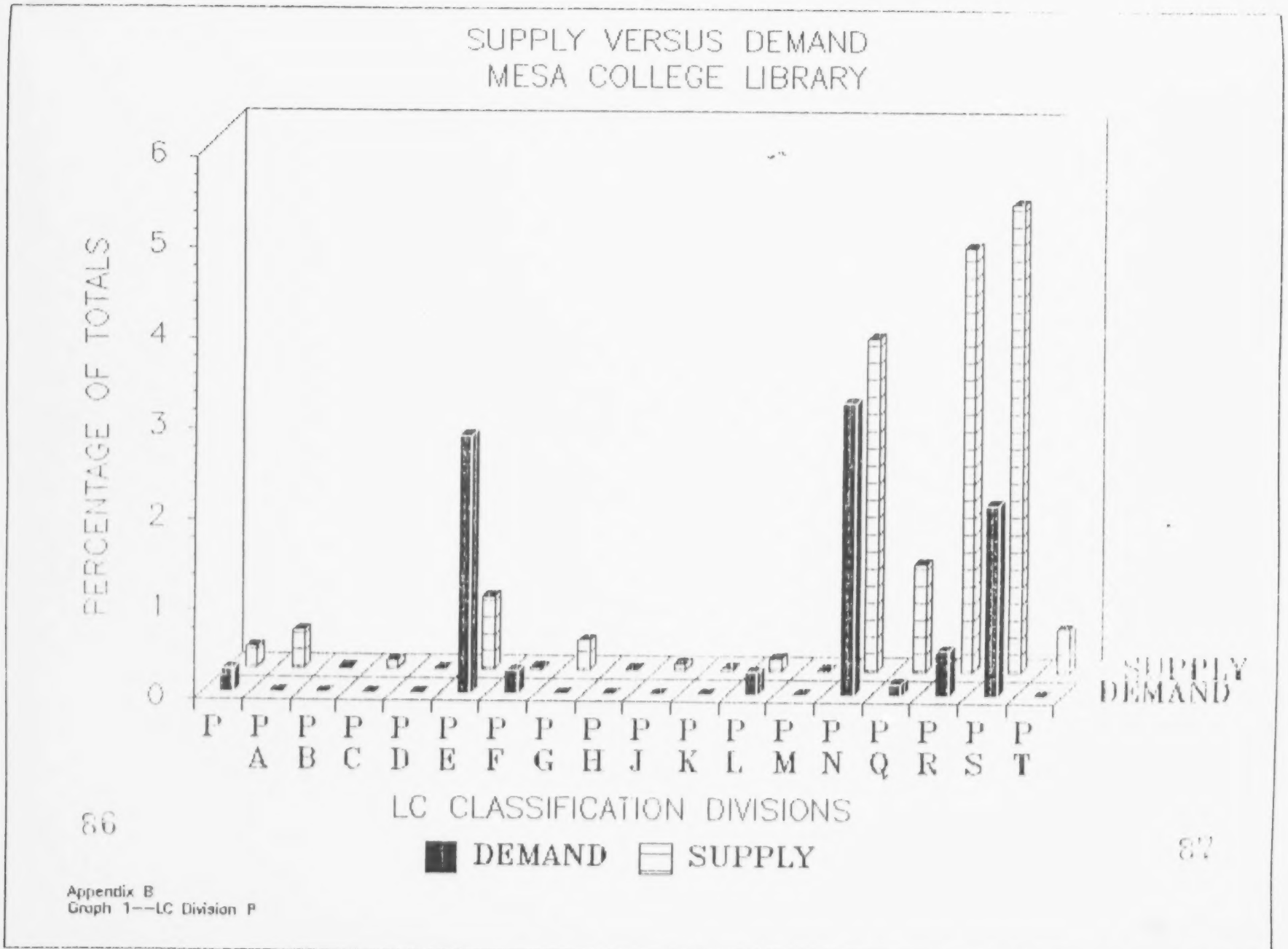
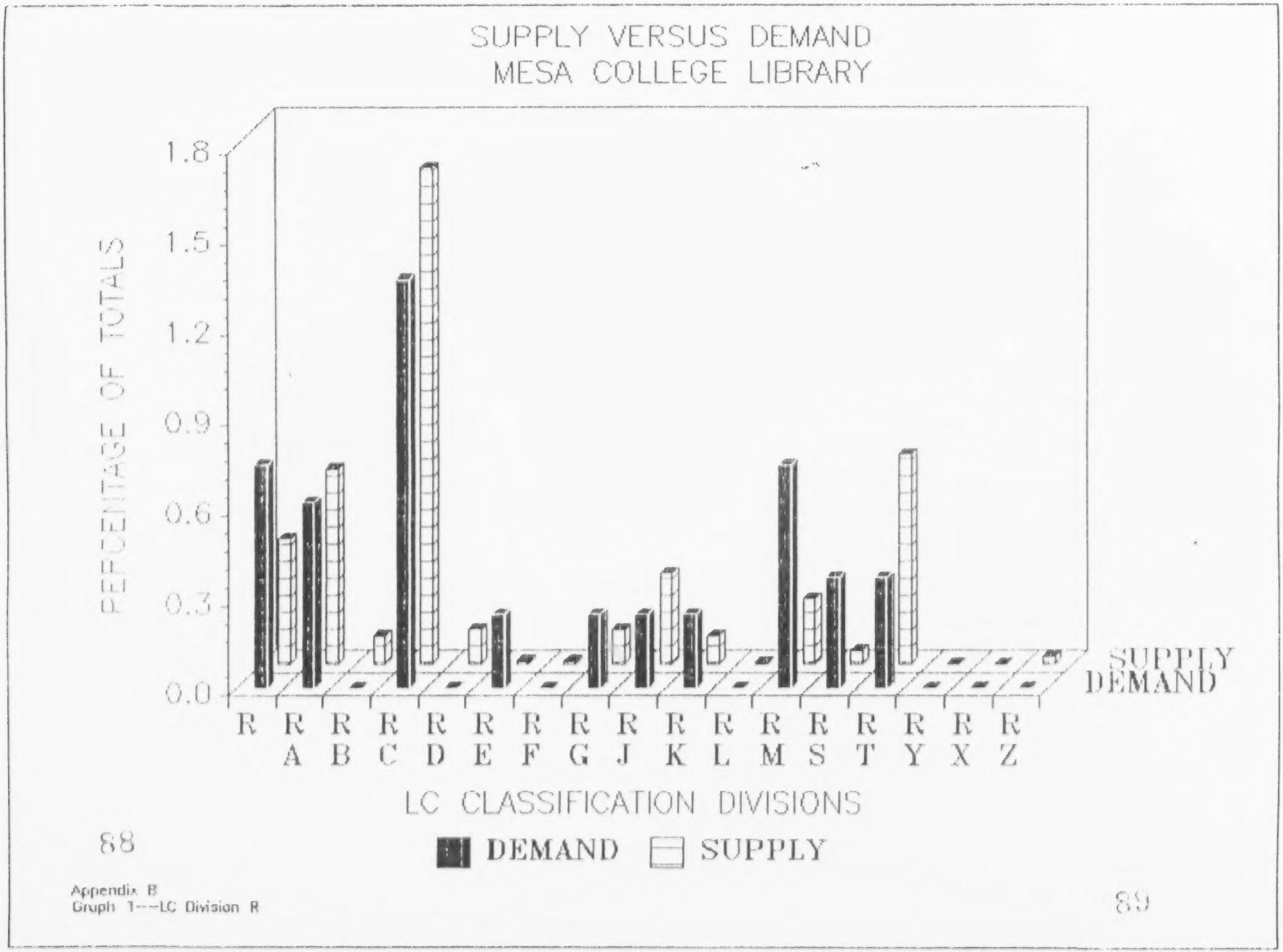
Appendix B
Graph 1--LC Division M



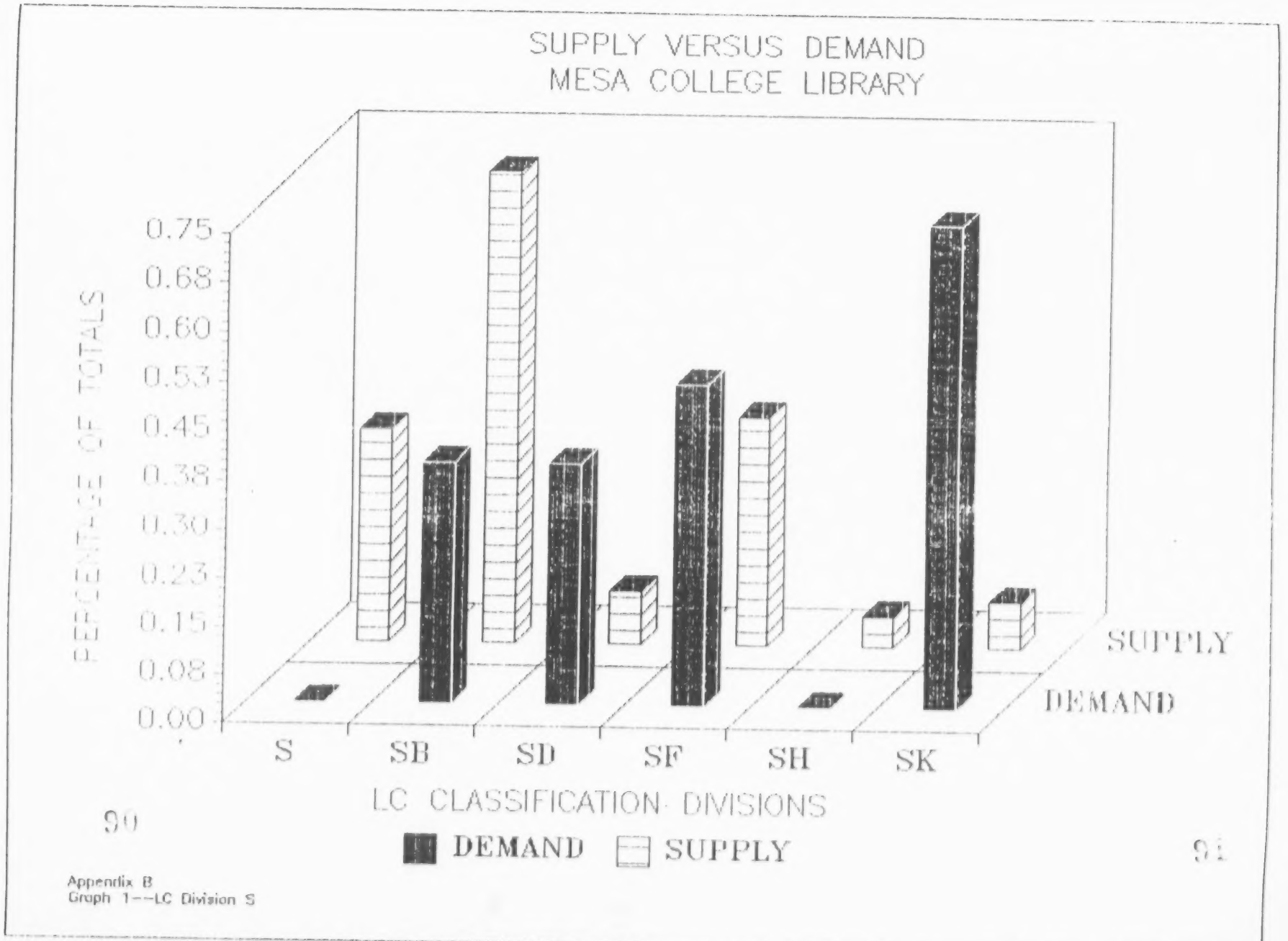
Appendix B
Graph 1--LC Division N



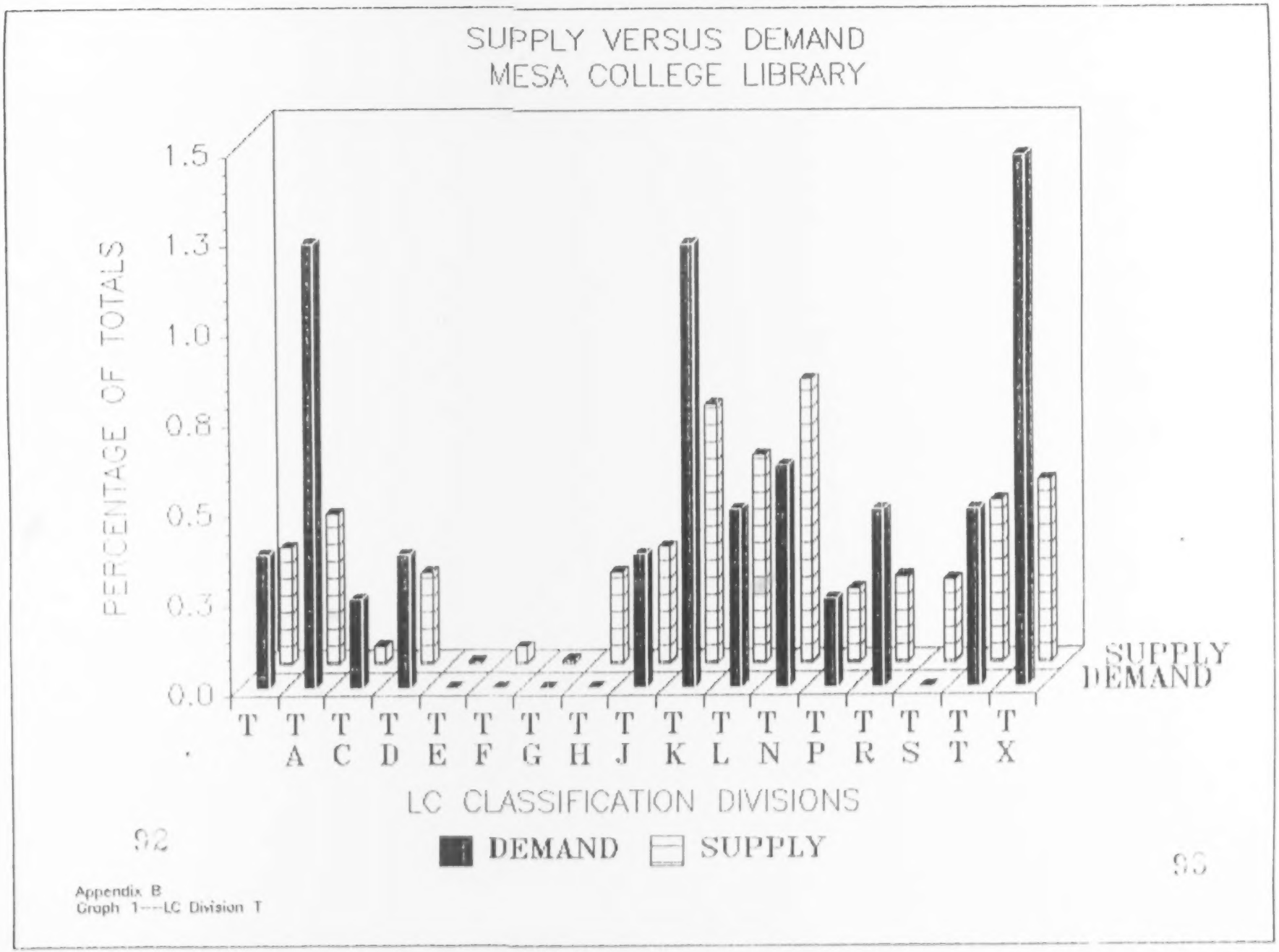
Appendix B
Graph 1--LC Division P



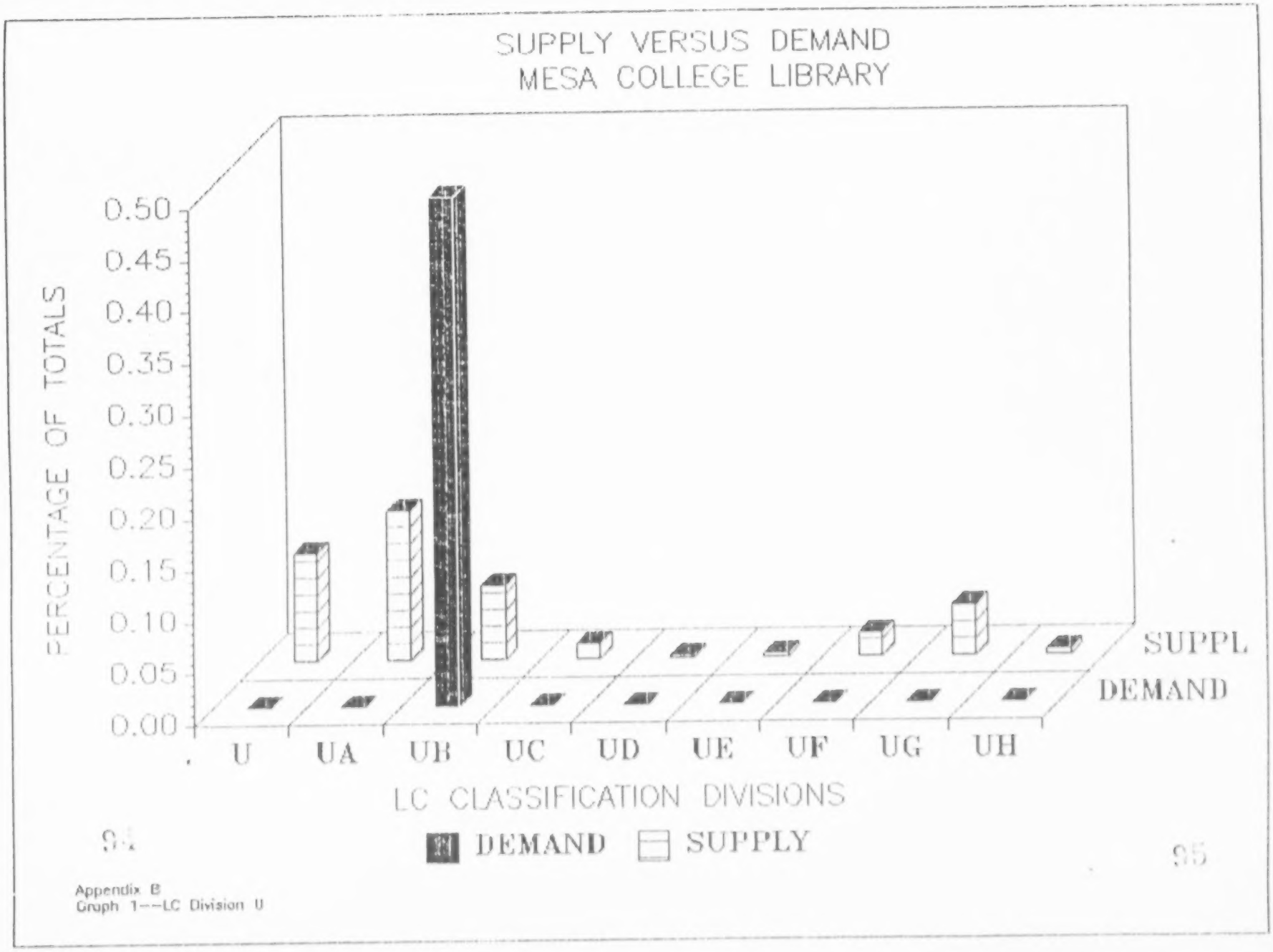
Appendix B
Graph 1---LC Division R



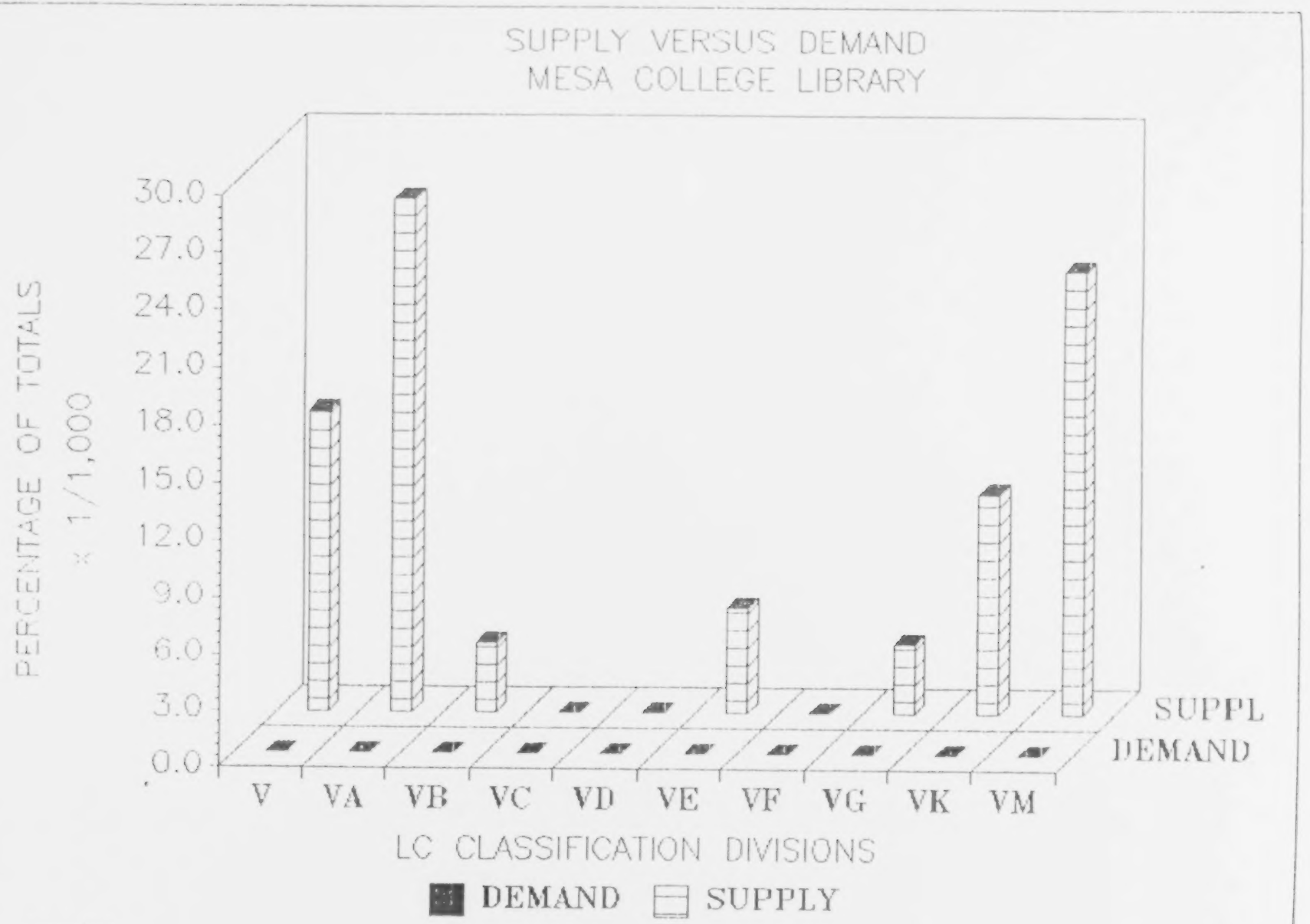
Appendix B
Graph 1--LC Division S



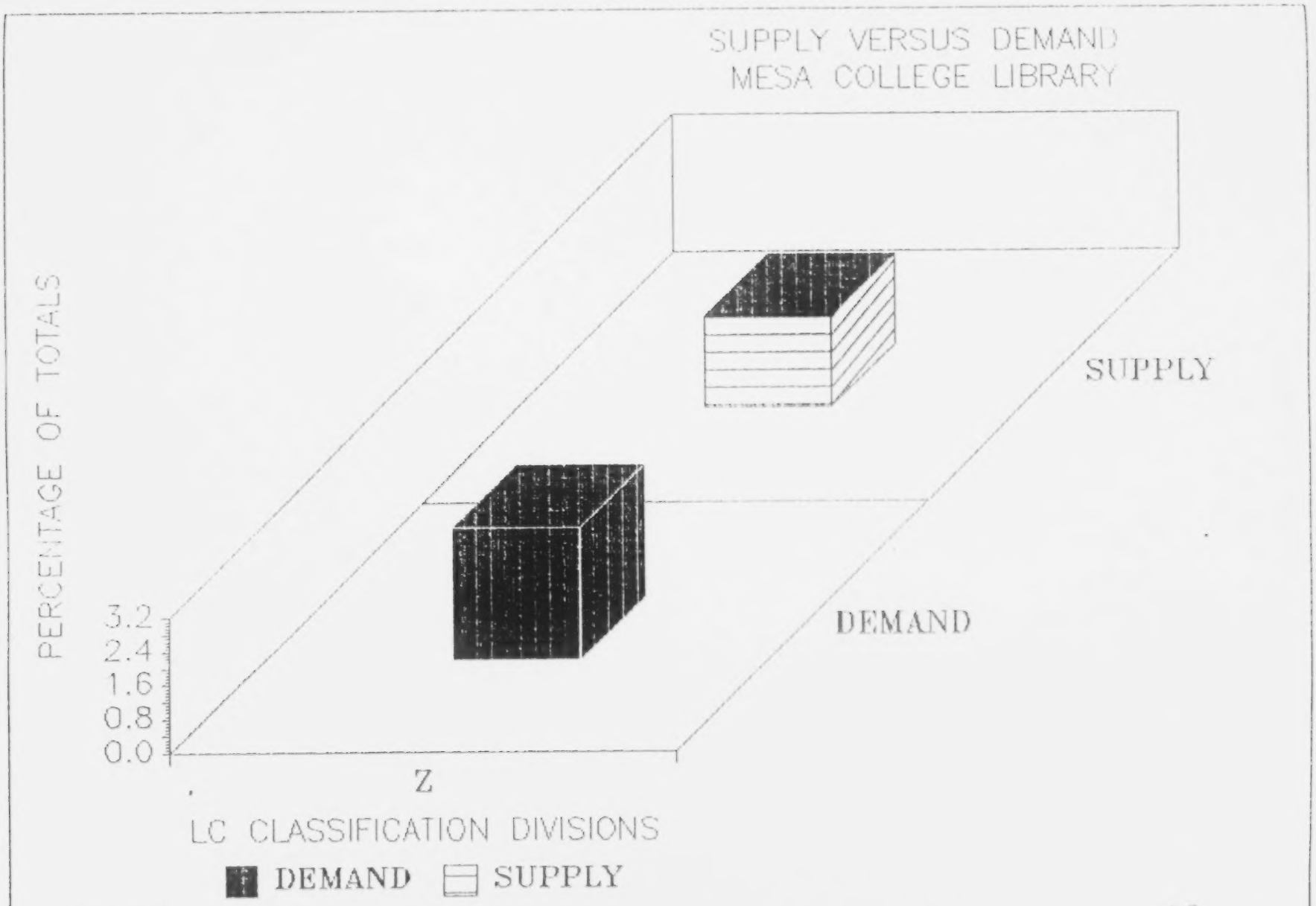
Appendix B
Graph 1---LC Division T



Appendix B
Graph 1--LC Division U



Appendix B
Graph 1--LC Division V



Appendix B
Graph 1---LC Division Z

APPENDIX C

MESA COLLEGE LIBRARY

COLLECTION DEVELOPMENT POLICY GUIDELINES

November, 1987

MESA COLLEGE
LIBRARY
GOALS AND MISSION STATEMENT

Traditionally libraries have had four main responsibilities: the collection, preservation, organization and dissemination of information to individuals for their personal, academic and professional development. The Mesa College Library is a new comprehensive academic service center embodying a broad range of resource facilities for the creation and delivery of materials, equipment, information systems and learning activities to support, among other things, instructional programs. Generally, the library becomes a center of academic service to all citizens of our community, region and state of Colorado by providing convenient access to instructional resources and services for education, personal enrichment, economic, and occupational well-being.

Recognizing the need to delineate and develop its responsibilities, the following goals have been established for the Mesa College Library.

1. Provide information resources and services in support of all learning experiences available through Mesa College, the Consortium of State Colleges, and other associated educational agencies.

2. Develop and maintain a quality collection of print and non-print materials.

3. Provide excellent library and educational media services.

4. Promote use of learning resources as a means of enriching teaching and learning.

5. Promote library cooperation at all levels in order to make available non-campus resources to Mesa College students, faculty, staff and patrons.

6. Provide, in compliance with Colorado Library Law, 24-90-101, 102 and 103, library services and materials to support needs of its regional citizens of Colorado.

7. Use the library's human, material, and fiscal resources in support of its stated mission and goals.

8. Provide programs for academic, professional, and personal development of the students, faculty, staff and administration of the college.

9. Provide instruction for students in the use of library resources and services.

MESA COLLEGE
LIBRARY GOALS AND MISSION STATEMENT CONTINUED:

10. Preserve the heritage of the college by serving as an archive for official record of Mesa College, including materials relating to the history, development and character of the college as well as publications and data about students, alumni, staff and faculty.

11. Develop special collections to preserve and record Colorado history with emphasis on Western Colorado.

LONG RANGE OBJECTIVES TO (1990):

1. Plan, design, produce and implement an instructional course component to support the English program in library orientation and general research.

2. Plan, design, produce and implement an instructional course component to provide general library orientation and research techniques in support of all campus programs.

3. Plan, design, and implement an inservice professional development program to aid faculty in media equipment operation and media materials integration and utilization in their programs and courses.

4. Plan, design and implement an electronic information distribution system incorporating visual (TV), audio, and data distribution throughout the Mesa Campus and the South campus site.

5. Expand collection formats of the library to include videodiscs, computer software music collections on discs, tapes and cassettes; photographic collections on, both slides and prints, and on video tape and 16mm motion picture collections.

6. Provide an arena of exploration into interactive video training.

ACCESS POLICY:

The Mesa College Library is vital to instructional and recreational research and exists primarily to support the college's teaching and learning mission.

The library is a comprehensive academic service center encompassing a broad range of resource facilities, materials, equipment, information systems, and learning activities to support instruction and learning at Mesa College and its environs. The library consists of a basic liberal arts collection with emphasis in subjects of geology, humanities, history, science, and business. It also holds a strong reference collection. The library is a selective United States Government Depository and holds numerous documents from previous acquisitions. The collection also includes phono records, tapes, microforms, and curriculum materials. Other library features include media study carrels, data base searching, services to the visually and hearing impaired, microcomputer laboratory, television studio, photo copiers, library instruction and media consultation. The media department provides a film library, a slide library, audiovisual equipment circulation and maintenance.

The library is located on the west edge of the campus bordered by College Place.

Mesa College is a member of the Consortium of State Colleges in Colorado and is funded by the State Legislature. the College also receives special gifts, contributions, and endowments through its foundation.

Mesa College serves the primary population area of Mesa County and its contiguous counties with smaller percentages of student population from other areas of the state and nation. The student head count has grown to the present level of approximately 4,500 students. The college staff consists of approximately 250 personnel. The population of the Grand Junction and neighboring area is approximately 80,000. (See Colorado Statistics Section.)

The library presently has seating space for 800 patrons. The library is contained in approximately 68,000 assignable square feet in a modern three story building.

The professional library staff is available during all hours the library is open. Various service duties which aid patrons, such as reference, circulation, etc., are shared by the staff throughout the day, evening, and weekend hours.

The library is administered by a director who reports to the Vice President for Academic Affairs. Policy inquiries may be made by personal visit, writing, or calling 248-1862. The library director is also a staff librarian, taking part in all phases of the library services.

ACCESS POLICY CONTINUED:

The library is governed by the laws of the State of Colorado, the guidelines and policies of the Commission on Higher Education, the policies of the Trustees of the Consortium of State Colleges and the Mesa College Policy Manual. The library services personnel participate in and conform to the American Library Association (ALA) Standards for College Libraries, and Guidelines for Two-year College Learning Resource Programs, and The Library Bill of Rights, the Association for Educational Communications and Technology, Media Programs: District and School, the Colorado Library Association (CLA), and the Colorado Educational Media Association (CEMA). The library endorses and follows the Colorado Academic Library Masterplan.

Agency guidelines and rules imply total resource services to the students and staff of Mesa College and free access to resources by patrons of other institutions of the state and to Colorado citizens. Students and staff of Mesa College and other state insitutions are served by the presentation, at the circulation desk, of their current identification cards. (See Reciprocol Borrowing Agreement Section.) Citizens of the State of Colorado may freely use the library resources "inhouse" and may borrow materials through any library.

The communities comprising the urban and rural make-up of the Grand Valley have broad cultural heritages beginning in the late 1800's. The industry of the communities ranges from rural agricultural to electronic manufacturing and retail trade. The recreational pursuits range from summer sports like desert motocross, water skiing, fishing and river rafting to winter activities of skiing, ski mobiling and hunting. Mesa College is part of and situated in the center of this rich heritage.

SELECTION AND MAINTENANCE POLICIES

MESA COLLEGE LIBRARY

NOVEMBER, 1987

Lynn Silipigni Connaway

Head, Technical Services and Cataloging

SELECTION POLICY

MESA COLLEGE LIBRARY

NOVEMBER 1987

I. Statement of Policy

The purpose of the library is to support the total program of the college. Therefore, the development of the library collection should parallel the development of the college.

The planned development of the library's collection requires a definite selection policy for all resources added to the collection. The amount of material available, increased book prices, and processing costs require that the library have a written selection plan to strengthen resources of the library. As the college curriculum changes, the library policy will be reviewed.

Influencing the library's acquisitions and holdings is the World Publication Base imposed by the Colorado Commission on Higher Education (CCHE) and by the state legislature. According to this plan, the Basic Library should hold 50,750 titles. Requirements at the undergraduate level include 100 titles per faculty member, 12 titles per student, and 335 volumes for each major. Each graduate program offered requires an additional 3,050 books.

All materials purchased with library funds become library property. The campus community has library materials available to them. The library cannot purchase materials for exclusive use. Departmental budgets fund departmental collections.

The library will build and maintain the collection according to curricular content. These procedures accommodate all reasonable instructional needs.

II. Responsibility for Selection

Responsibility for selection lies with the entire college community, including the librarians, faculty, administration, staff, and students.

Subject matter recommendations are the responsibility of the faculty. Collection support for new courses requires six months.

The professional library staff will select and purchase materials for all subjects. The library assigned a professional librarian as liaison for each school who works directly with the school's Library Committee representative.

The selection procedures require the use of critical academic reviews. Author/publisher reputation should not be the sole basis for selection.

After consulting with faculty and library staff, the Library Director makes final purchasing selections.

III. Priorities

A. The first priority is to select materials that support existing and new undergraduate programs. The expansion of weak subject collections is emphasized.

B. The second priority is to select specialized and generalized reference works and information of universal importance.

C. As funds permit, the third priority is maintenance and development of special collections, formation of collections in anticipation of future programs, and acquisition of recreational library materials. (Refer to "Collection Development Policy for the Government Publications Department.")

D. The fourth priority is to select materials supporting the research of faculty and the effectiveness of administrative and service personnel.

The library considers the purchase of individual research materials low priority. Interlibrary Loan and personal purchases fill specialized needs. The library will not always meet the needs of all faculty's personal research, but no faculty should need to use another library to prepare lectures.

IV. Materials Categories

A. Books

1. Greater durability makes hard-bound editions the books of choice. Unavailability of hard-bound editions will require the purchase of quality paperbacks. Paperback editions will be purchased for titles that outdate quickly.

2. Highest priority is given to original or reprint editions.

3. Library policy does not provide for the acquisition of currently adopted textbooks. When a title represents the field's best source of information, single copies of texts may be purchased.

4. Refer to "Collection Development Policy for the Special Collections Department" for details of the acquisition policy for rare books.

5. The library encourages leisure reading. Selection policy criteria dictates the purchase of fiction and nonfiction titles. Subscribing to the McNaughton Plan, allows the library to rent current fiction and nonfiction titles with a purchase option.

6. The library purchases materials published in languages other than English to support the teaching of those languages.

7. The library provides standard order cards. (Refer to sample in Appendix.) Requesters must complete and submit a card, including publishers' information, for each requested title. The Acquisitions Department will return the order cards to the requesters when the materials are purchased, cataloged, and ready for use.

   To ensure fairness, orders are processed in the sequence received. Rush orders needed for a specific course, by a specific date are given priority. Publishers and jobbers do not always honor Rush requests. Cataloging requires additional time.

B. Periodicals

Periodicals ensure a collection up-to-date with current trends in various fields. They provide material not available in books, professional reading, and selection aids.

Serials and periodical subscriptions comply with the library selection policy.

A department requesting many titles will be asked to assign priorities, especially if the request involves back files. Reevaluation of the present collection is a departmental prerogative.

Single issues and incomplete files will not be purchased. Examination copies of newly published journals must accompany requests for purchase. Microforms may be purchased for back files.

Periodical subscriptions must meet the following criteria:

1. Curricular needs.
2. Inclusion of the title in periodical indexes.
3. Professional needs.

4. Scarcity of material in the collection.
5. Availability of the periodical in nearby libraries.
6. Cost of the subscription.
7. Availability of funds.

Periodicals are ordered annually. New subscriptions begin with the volume year.

C. Newspapers

The library subscribes to representative local, regional, national, and international newspapers.

The library retains newspapers in printed format for a limited time. Permanent holdings are on microfilm. Back files are purchased on microform, depending on need, cost, and availability of indexing.

D. Vertical File Materials

Most vertical file materials cost little or nothing. Some vertical file materials are purchased to strengthen the collection.

E. Microforms

The selection of microforms is limited to the following:

1. Materials not available in print
2. Titles out-of-print
3. Titles too costly in their original form
4. Back files of periodicals and newspapers

F. Government Documents

The library is a depository for federal documents. The library must purchase documents with older imprint dates. State documents must be requested. Requests are submitted as book requests on standard order cards. (Refer to sample in the Appendix.) The library catalogs and shelves documents, with some exceptions, in the Documents Collection instead of in the general collection. The policy for the acquisition of Government Publications is detailed in the "Collection Development Policy for the Government Publications Department".

G. Media

The Media Services Department selects and responds to requests for records, tapes, audio cassettes, filmstrips, slides, films, media kits, video cassettes, video discs, and similar multimedia instructional materials. Cost, budget, and potential value to the collection will govern selection decisions. Refer to the "Media and Television Services Department Policies" for details of the acquisition policies of media.

V. Gift Policy

The library accepts gifts when they meet the same criteria as other selected library materials. Gift materials represent more library staff time and processing costs than purchased materials.

The donor should be aware:

1. The library will determine the classification, location, and circulation policies of all gifts.

2. The library retains the right to dispose of duplicates and unneeded materials.

3. Book plates identifying the donor will be placed in gift books, if requested.

4. The library will not provide monetary evaluation of gift materials for the donor. The donor must receive a monetary evaluation from a qualified appraiser. An accepted IRS appraiser must appraise donations valued over $5000.

   The library will judge large, rare, or significant gratuitous collections on the value of the collection as a whole and not on the value of each item in the collection.

MAINTENANCE POLICY

Duplicate Copies

Unless need and demand justify the purchase of multiple copies, one copy of an item will be purchased.

Replacement Copies

The library orders replacement copies for worn or mutilated books as soon as possible.

If possible, the library immediately replaces missing items needed for instruction or research. Items of less immediate need are replaced after a period of three years. If, after careful evaluation, continuing need exists, replacements are ordered.

Criteria for Withdrawal of Materials

1. Obsolete in style, theme, or content
   a. Material outdates rapidly in the fields of law, science, medicine and health, technology, geography, travel and transportation and should be withdrawn if more than three to five years old, unless otherwise instructed
   b. Material no longer supports the curriculum
   c. Textbooks more than ten years old
   d. Dated, incorrect, or poorly written text
2. Superseded by newer editions
3. Demand no longer requires multiple copies
4. Missing for three years and cannot or should not be replaced
5. Poor physical condition and cannot or should not be replaced
6. Books that have not circulated in fifteen years
7. Periodicals not indexed

Below is a copy of the card used to request books for the library, along with some helpful hints about filling out the form.

Class	Author or editor
LEAVE BLANK	LAST NAME FIRST,
	Title as complete as possible using these two lines
No. of Copies 1 or more	
Date Ordered LEAVE BLANK	Publisher & Place Name of Company City
Dealer LEAVE BLANK	
Date Received LEAVE BLANK	Edition / Year / Volumes / Price / Cost: LEAVE BLANK
SBN # If known	Person Making Request Your name and department
L.C. # If known	Reason for Request SPECIAL INSTRUCTIONS ONLY
Accession # LEAVE BLANK	Reviewed In. Where you found your info / Date Requested

AUTHOR OR EDITOR: Last name first.

TITLE: As complete as possible (two lines are allowed for the title).

PUBLISHER: Name of the company and their address. (Usually a city address is all that is required; however, in the case of some obscure publishers, a complete address is needed. Fill out the information you have and if I need further information, I will contact you).

PERSON MAKING REQUEST: Your name and department.

REASON FOR REQUEST: Fill this part out only if there is some special instructions about the book, i.e., "needed for fall quarter reserve", etc.

REVIEWED IN: Where you got your information. If you took your information from a brochure, send that along with your completed order card. It may be very helpful to me.

NUMBER OF COPIES: One or more.

SBN NO.: If known, otherwise, leave blank.

L.C. NO.: If known, otherwise, leave blank.

Give as much information as you have, leaving blank the spaces you don't need. (Not all information is always available for every book). I have indicated spaces that you should leave blank.

One card should be filled out for each book requested. Return the card to Marie Reed, Acquisitions. (If you need a supply of these forms, please come to the library or drop a note in the interoffice mail and I will be glad to send you as many as you need).

Your completed order card will be returned to you when the book is ready.

COLLECTION DEVELOPMENT POLICY

FOR THE

SPECIAL COLLECTIONS DEPARTMENT

MESA COLLEGE LIBRARY

November, 1987

Kathleen Tower

Head, Special Collections

Special Collections Collection Development Policy

The Special Collections of the Mesa College Library consists of a special category of library materials of which acquisition, technical processing, storage, maintenance, and use call for special treatment. The role of the Special Collections Department is to aid in fulfilling the goals and objectives of the library and of Mesa College.* The Special Collections Department objectives are to provide, among others, reference and research materials that supports and enriches the library collection and the curricula of the college.

The special collections will include rare and unusual items, books dealing with specific subjects, manuscript collections, and the Mesa College Archives. The specific subject areas for which materials are sought are: 1. Colorado History with emphasis on the Western Slope; 2. Geology; 3. Theatre, including music theatre; 4. Water, as it relates to Western Colorado; 5. Ute Indians; 6. General George Custer and the Battle of the Little Big Horn; 7. Western and Southwestern United States Americana. Collections on other subjects are accepted if they are appropriate for the library and Mesa College upon consultation with the Director of the Library and faculty in the appropriate field. Efforts are made to acquire two copies or second copies of Colorado History material.

The Special Collections Department seeks manuscript collections of individuals in the fields of the above mentioned subject areas. The Department works with the Museum of Western Colorado to keep Western Colorado history on the Western Slope. Efforts are made to acquire

manuscript collections of Mesa College alumni, administration, faculty and staff.

Materials are acquired both by purchase and through receipt of gifts. A minimum of .4 per cent of the library's annual materials budget and funds earned through the Mesa College Library Friends donations are designated for the purchase of special collection materials.

Selection responsibility lies with the Special Collections Librarian with assistance from the library staff, faculty, administration, and students. Various bibliographies, dealer's catalogs, book fairs, personal contacts, and visits to book stores are the sources of selections.

Due to the nature of the rare and out-of-print book market and IRS regulations, appraisals of gift material for special collections are not done by Mesa College Library personnel. A qualified appraiser will be recommended and appraisals are done at the donor's expense.

Special Collection material is housed in the special collections department on the third floor of the Mesa College Library. Books are cataloged and classified to appear on the on-line catalog. Full bibliographic description is maintained in the records of the special collections department. All materials are processed so physical preservation is ensured. All special collection materials must be used within the special collections reading room and are not allowed to circulate. Materials are accessible primarily to students, faculty and administration of Mesa College, but alumni, local and visiting scholars and researchers, and interested citizens may use the special collections. All patrons will be subject to the rules of use of materials as determined by Library policies and college policies.

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*Mesa College Catalog

COLLECTION DEVELOPMENT POLICY

FOR THE

GOVERNMENT PUBLICATIONS DEPARTMENT

MESA COLLEGE LIBRARY

November, 1987

Kathleen Tower
Government Publications Librarian

Collection Development Policy
For The
Government Publications Department

Mesa College is a democratic center of learning dedicated to the improvement of human capability. The College offers programs of value in areas of civic and cultural life research and recreation and desires to play a constructive role in improving the quality of human life and the environment. In order to implement this philosophy, the College offers: programs leading to baccalaureate degrees and associate degrees in liberal arts, sciences, business, and professional areas; vocational technical programs leading to certificates and associate degrees; continuing education programs directed toward personal, civic, vocational, and professional self-improvement; a sufficiently wide range of lower division courses to assure smooth, successful transfer by students to other institutions; provides community services, and research programs; includes intellectual, civic, and cultural activities, advisory services, and research programs; includes in all degree programs sufficient courses in the sciences and mathematics, the social sciences, humanities and the arts to insure that students can be conversant in the areas of general knowledge.*

The role of the Government Publications Department of the Mesa College Library is to aide in fulfilling the goals and objectives of Mesa College. The Government Publications Department objectives are to provide reference, research, and general materials that will support and enrich the curricula of the college. The collection will be at the

basic collection level. That is, it will be adequate to support bachelor degree course work, some graduate course work, and sustain some independent study. The Department also will acquire selected resources required by the faculty to maintain and develop professional competencies, including resources required by them for their research and writing activities.

Selection responsibility will lie with the Government Publications Librarian with assistance from the library staff, faculty, administration, and students. The order of priority will be to select material to : 1. Support Curricula, 2. Support research 3. Support the community of Grand Junction needs, and 4. Recreational reading. Selection aids that are used are: 1. List of Classes of United States Publications Available for Selection by Depository Libraries, 2. the "Suggested Core Collection: Small Academic Library", 3. Item Cards, 4. Surveys, and 5. Bibliographies.

Paper format will be preferred, but due to space limitations, fiche will be requested for unusually bulky or infrequently used materials. As a rule, only one copy will be acquired. Additional copies will be acquired as needed. Replacement of lost documents will be purchased as the library becomes aware of the loss.

The Library will acquire selected publications retrospectively that are requested to support the instructional and research needs of the college. In General, no concerted effort will be made to collect retrospectively. Earlier materials are generally available from Mesa County Public Library and the regional libraries at the University of Colorado and Denver Public Library. The Mesa County Public Library actively participates with Mesa College in collection /development efforts with the Government Publications.

All material appearing on OCLC will be up-dated so that in will appear on the public access catalog. The majority of documents will be shelved by Superintendent of Documents number and shelved in the Government Publications Department with some to be shelved in the Reference Department. Most periodicals will be routed to the Periodicals Department and will be subject to the policies of that department.

Documents will circulate to students and staff for 2 weeks with one renewal. Circulation to faculty will be for one semester. Non-students will have access to the collection through interlibrary loan and through other special loan agreements and are subject to the same circulation policies as Mesa College students.

Weeding will be done periodically by the Government Publications Librarian of material that no longer meets the needs of the college and the community. Withdrawal of material will be done accordance to the rules governing depository libraries.

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*Mesa College Catalog 1986-87.

APPENDIX 1

The Specific Areas of Study at Mesa College

School of Business
- Administrative Office Management
- Accounting
- Business Administration
- Business Economics
- Business Software Engineering
- Computer Information Systems
- Data Processing
- Finance
- Management
- Marketing
- Medical Office Assistant
- Office Administration
- Personnel Management
- Secretary-Legal or Medical
- Travel, Recreation, and Hospitality Management
- Word Processing

School of Humanities and Fine Arts
- Art
- Creative and Technical Writing
- English
- Foreign Language
- Mass Communications
- Music
- Philosophy
- Speech
- Theatre and Dance

School of Industry and Technology
- Auto Body and Fender
- Auto Mechanics
- Heavy Equipment/Diesel Mechanics
- Mechanic-Welder
- Electric Lineman
- Electronics
- Graphic Communications
- Welding

School of Natural Sciences and Mathematics
- Agriculture
- Astronomy
- Biology
- Botany
- Chemistry
- Computer Science
- Engineering
- Engineering Technology
- Geology
- Home Economics

Mathematics
Physics
Physical Science
Statistics
Zoology

School of Nursing and Allied Health
Dental Auxiliary
Nursing
Radiological Technology

School of Social and Behavioral Sciences
Anthropology
Career Counseling and Guidance
Dance
Early Childhood Education
Economics
Education
Geography
History
Human Services
Law Enforcement
Military Science (ROTC)
Physical Education
Political Science
Psychology
Sociology
Recreation
Social Science
Sociology
Teacher Education

Consortium Programs

Master of Arts (M.A)
Education Administration (Western State College)
Elementary Education (Western State College)
Guidance and Counseling (Adams State College)

Master of Business Administration (M.B.A.)(Western State College)

Teacher Certification
Elementary (Metropolitan State College and Western State College
Secondary (Metropolitan State College)

Certificate Endorsement
Educable Mentally Handicapped Endorsement (Metropolitan State College)

APPENDIX II

Collection Development Cooperation
With
Mesa County Public Library

1. Mesa College Library will collect the Federal Register and the Code of Federal Regulations on microfiche and keep indefinitely. Mesa County Public Library will collect these titles in paper format and keep them for two years. Patrons will be referred to Mesa College Library for the material they no longer have.

2. Mesa College Library will collect government publications in the field of medicine. Mesa County Public Library will refer patrons to Mesa College Library when they need material on medicine.

3. Mesa College Library will collect government publications in the filed of agriculture.

MESA COLLEGE LIBRARY

MEDIA AND TELEVISION SERVICES DEPARTMENT

POLICIES

In accordance with the role and mission of the Mesa College Library, the Media and Television Services Department assists in providing the best possible education for students of Mesa College. The department deals with media and television production and the distribution of classroom media equipment and software. Services include:

C O N T E N T S

I. CONSULTATION
   A. Media problems (equipment/production)
   B. Development of media software
   C. Inservice training
      1. Equipment operation
      2. Production techniques
      3. Instructional theory and practice
   D. Media software preview and rental
   E. Media equipment selection and acquisition

II. EQUIPMENT
   A. Scheduling and distribution
   B. Equipment repair

III. SOFTWARE COLLECTION
   A. Films
   B. Video tapes
   C. Slide sets
   D. Filmstrips
   E. Audio cassettes
   F. Phono discs (records and compact discs)

IV. PRODUCTION
   A. Audio
      1. Studio
      2. Duplication
   B. Instructional graphics
      1. Mounting
      2. Laminating
      3. Overhead transparencies
   C. Photography
      1. B/W photography
      2. Color photography
   D. Video
   E. Location Sound System

V. EQUIPMENT RENTAL POLICY
   A. Resident instruction
   B. Auxiliary enterprise
   C. Non-college

APPENDIX
   A. Copyright policy
   B. Production rates
   C. Rental rates

Mesa College Library
Media and Television Services Department Policies -(continued)

I. CONSULTATION

A. Media problems (equipment/production)

The Media Services staff is trained to assist the college community in solving problems related to the use of media equipment and the production of media software.

B. Development of media software

The Media Services staff offers pre-development consultation for the design and instructional integration of media software.

C. Inservice training

1. Media Services staff offers inservice training for proper operation of media equipment.

2. Media Services staff offers assistance and training in media production techniques for those members of the college community who wish to utilize the media production lab to produce their own media software.

3. Instructional theory into practice.
The Media Services staff is trained to help integrate the most appropriate media software into classroom use.

D. Ordering preview materials

1. Review media source references with Media Services to locate and select preview or rental materials.

2. Present to Media Services a signed and coded requisition.

3. Media Services will order preview and/or rental materials, and will notify faculty when materials arrive.

4. Preview of these materials may then be arranged with Media Services.

5. Written faculty recommendations regarding the suitability of preview or rental material for further rental or purchase are invited.

CONSULTATION (continued)

E. Media equipment selection and acquisition
The Media Services staff assists in planning, reviewing, specifying, and acquiring media equipment. Current equipment vendors catalogs and technical specification information is available at the Media Services offices, call 248-1315 for consultation.

II. EQUIPMENT

A. Scheduling and Distribution

The Media Services staff accepts written requests for the scheduling of equipment for classroom use. Advanced planning ensures that equipment will be available, therefore, a minimum twenty-four (24) hour advance notification is requested.

Media Services staff will deliver 16 mm projectors and films, and video tape players/monitors (VCR) and tapes which have been requested in advance (as stated above). Other media equipment (slide projectors, filmstrip projectors, record players, cassette recorder/players, overhead projectors, opaque projectors, etc.) may be picked up from and returned after class use to the Media Service office.

B. Equipment Repair

Media Services will replace projection lamps in equipment used for resident instruction. Other lamp replacement will be charged to the requesting cost centers (see rate chart). Preventive and periodic service is provided for all equipment in the Media Service inventory.

Major equipment repair is performed by local dealers or the initial vendors service department. The repair of departmentally owned equipment is the responsibility of that department. Media Services does not provide repair service for privately owned equipment.

III. SOFTWARE COLLECTION

The Media Services department invites requests for audio recordings, video recordings, filmstrips, slide sets, kits, 16 mm films, and other forms of instructional materials. materials purchased wholly or in part become part of the library collection. Media services software collection consists of:

A. Films

SOFTWARE COLLECTION (continued)

B. Videotapes

C. Slides and slide sets

D. Filmstrips

E. Audio Cassettes

F. Phono discs (records and compact discs)

G. Non consumable photo/picture file

Media Services software collection is cataloged in the main library catalog. Listings and bibliographic information about media services software is available at the Media Services desk and in each Dean's office.

IV. PRODUCTION

The Media Services staff produces numerous types of instructional materials. For Resident Instruction materials production, charges will be based upon the cost of materials (see rates in Appendix B).

Production services for non-resident instruction will be charged at cost of materials and labor (see rates in appendix B).

The Media Services staff complies with Title 17, U.S. Code (Copyright Law) in all media production. (See copyright policy in appendix A.)

A. Audio

Media Services assists with production and duplication of audio materials. An audio production laboratory is available in room L-212E.

B. Instructional Graphics

Media Services assists with production of instructional graphics. The production laboratory is located in L-212.

C. Photography

Media Services provides photographic services in both black and white and color. Photographic services include:

PRODUCTION - Photography (continued)

1. Location photography (within driving distance)

2. Studio Photography (see rates in appendix B)

   35 mm film stock is available in 12 and 24 exposure rolls. 120 mm film is available in 12 exposure rolls. Charges will be based upon these roll lengths. Production will procede when a signed and coded requisiton is presented to the Media Services department. Media Services provides the following:
   a. Portraiture
   b. Product (or still life)
   c. Slide duplication
   d. Flat art to slides
   e. 35 mm color graphic slides

3. Processing

   Media Services can process any black and white or E-6 color slide film. Kodachrome and any color negative film cannot be processed by Media Services.

   To ensure availability of facilites and staff, at least one week's advanced written request for scheduling is required.

4. Finishing

   Media Services provides photo finishing as follows:
   a. B/W enlargements
   b. Slide mounting (see rates in appendix B)

D. Video

The Media Services department staff assists in the design and production of video tapes. After consultation and the development of a script, Media Services will accept a signed and coded requisition which will allow the production process to begin. (See appendix B for rates.)

E. Location Sound Systems

Media Services will provide a public address sound system for location requests.

To ensure availability of equipment and staff at least one week's advanced written notice is required.

PRODUCTION - Location Sound Systems (continued)

Consultation with Media Services staff prior to scheduling will ensure that the sound system will meet anticipated needs.

Sound system needs which extend beyond the campus resident instruction function cannot be met by Media Services.

V. EQUIPMENT RENTAL POLICY

Any auxiliary enterprize or non-college organization, agency or club, etc., desiring to use Mesa Collge media equipment is required to have its authorized representative contact, in writing, the Media Services office (248-1315 or 248-1734) at least 24 hours in advance of use date to reserve the equipment. The representative must then appear in person to sign the equipment rental contract and pick up the reserved equipment.

Damage to equipment while in the possession of the customer will be charged to them or the organization they represent. The charges will include the cost of repair (or replacement) as well as shipping cost to and from the repairing agency.

Mesa College will not be responsible for any injuries that may be caused by the rental equipment.

See appendix C for rental rates.

COLORADO LIBRARY LAW

PART 1 Library Law (1979)
PART 2 State Publications Depository & Distribution Center (1980)

ARTICLE 90
Libraries

PART 1
LIBRARY LAW

24-90-101. Short title. This part 1 shall be known and may be cited as the "Colorado Library Law".

24-90-102. Legislative declaration. The general assembly hereby declares that it is the policy of this state, as a part of its provision for public education, to promote the establishment and development of all types of publicly-supported free library service throughout the state to ensure equal access to information without regard to age, physical or mental health, place of residence, or economic status, to aid in the establishment and improvement of library programs, to improve and update the skills of persons employed in libraries through continuing education activities, and to promote and coordinate the sharing of resources among libraries in Colorado and the dissemination of information regarding the availability of library services.

24-90-103. Definitions. As used in this article, unless the context otherwise requires:

(1) "Governmental unit" means any county, city, city and county, town, or school district of the state of Colorado.

(2) "Legislative body" means the body authorized to determine the amount of taxes to be levied in a governmental unit.

(3) "Library district" means a public library established and maintained by two or more governmental units or parts thereof, which may include but is not limited to a multicounty library.

(4) "Library network" means a number of libraries or other organizations cooperatively interconnected by communication links or channels which can be used for the exchange or transfer of materials and information.

(5) "Publicly-supported library" means a library supported principally with money derived from taxation and includes the following:

(a) Academic libraries operated by a publicly-supported college, university, community college, or junior college primarily for the use of its students and faculty;

(b) Joint libraries operated jointly by two or more agencies which could operate any publicly-supported library;

(c) Public libraries, supported in whole or in part with money derived from taxation, which are for the free use of the public, including county and municipal libraries and libraries operated by an Indian tribe having a reservation in this state;

(d) School libraries maintained by a school district for the use of its students and staff as well as for the general public under such regulations as the school district directors may prescribe;

(e) Special libraries operated by a publicly-supported association, agency, or other group primarily for the use of its specialized clientele.

(6) "Qualified elector" means a person who is qualified to vote at general elections in this state.

(7) "Regional library service system" means an organization of publicly-supported libraries established to provide cooperative interlibrary services within a designated geographical area.

(8) "Resource centers" means libraries designated through contractual arrangements with the state library to provide specialized, statewide library services.

(9) "State library" means the state library created pursuant to section 24-90-104.

24-90-104. State library created - administration. (1) The state library is hereby created as a division of the department of education, and its operation is declared to be an essential administrative function of the state government.

(2) The commissioner of education, as ex officio state librarian, has charge and direction of the state library, but may delegate to the assistant commissioner in charge of the state library any or all of the powers given to the state librarian in this article for such periods and under such restrictions as he sees fit, upon approval of the state board of education.

(3) The commissioner of education shall appoint an assistant commissioner, office of library services, in accordance with the provisions of section 13 of article XII of the state constitution. Said assistant commissioner shall have at least a master's degree from a library school accredited by the American library association and shall have at least seven years of progressively responsible library experience, five of which shall have been in administrative positions.

24-90-105. Powers and duties of state librarian. (1) The state librarian has the following powers and duties with respect to the state library:

(a) (I) To make reasonable rules and regulations for the administration of the provisions of this part 1; for the use of state library materials; for the purchase, control, and use of books and other resources; and for the establishment, maintenance, and operation of libraries maintained by the state in correctional institutions, medical and mental hospitals, youth facilities, home and training schools, psychiatric centers, nursing homes, and community care centers.

(II) Rules or regulations promulgated under provisions of this part 1 shall be subject to sections 24-4-103 (8) (c) and (8) (d) and 24-4-108.

(b) To appoint all professional and clerical help in the state library, subject to the provisions of section 13 of article XII of the state constitution;

(c) To furnish or contract for the furnishing of library or information services to state officials and departments;

(d) To furnish or contract for the furnishing of library service to correctional, residential, and medical institutions operated by the state;

(e) To furnish or contract for the furnishing of library services to the blind and physically handicapped, including persons who cannot use printed materials in their conventional format;

(f) To contract for the furnishing of library resources to ensure equal access to information for all Coloradans;

(g) To coordinate programs and activities of the regional library service systems, as provided by section 24-90-115;

(h) To provide for the collection, analysis, publication, and distribution of statistics and information relevant to the operation of the state library and all other types of libraries in the state. Publications circulated in quantity outside the executive branch shall be issued in accordance with fiscal rules promulgated by the controller pursuant to the provisions of section 24-30-208.

(i) To conduct or contract for research projects necessary to the development of long-range planning for effective library programs in the state;

(j) To contract for the lending of books and other resources to publicly-supported libraries and institutions;

(k) To report to the state board of education at such times and on such matters as the board may require.

(2) The state librarian has the following powers and duties with respect to other publicly-supported libraries in the state:

(a) To further library development and encourage contractual and cooperative relations to enhance resource sharing among all types of libraries and agencies throughout the state;

(b) To serve as the agency of the state to receive and administer state or federal funds which may be appropriated to further library development within the state upon approval of the state board of education; except that this paragraph (b) shall not preclude other governmental units, including, but not limited to, municipalities, counties, a city and county, and library districts, from applying for, receiving, or administering such state or federal funds;

(c) To develop regulations under which state grants are distributed for assisting in the establishment, improvement, or enlargement of libraries or regional library service systems and to develop all necessary procedures to comply with federal regulations under which such grants are distributed for assisting in the establishment, improvement, or enlargement of libraries;

(d) To provide for the supplying of consultative assistance and information to all types of publicly-supported libraries in the state through field visits, conferences, institutes, correspondence, statistical information, and publications and to do any and all things he may reasonably be expected to do to promote and advance library services;

(e) To cooperate with local legislative bodies, library boards, library advisory committees, appropriate professional associations, and other groups in the development and improvement of libraries throughout the state.

24-90-106. Establishment of public libraries. Any governmental unit of the state of Colorado has the power to establish and maintain a public library under the provisions of this part 1, either by itself or in cooperation with one or more other governmental units; except that the legislative body of any governmental unit which maintains a public library within the territory to be served by a county library or a library district may decide not to participate in said county library or library district.

24-90-107. Method of establishment. (1) A public library may be established for a governmental unit either by the legislative body of said governmental unit on its own initiative or upon petition of one hundred qualified electors residing in the governmental unit to the legislative body of such governmental unit.

(2) If establishment of a public library is by petition of qualified electors, petitions shall be addressed to the legislative body of the governmental unit and shall request the establishment of a public library. Upon receipt of such petition, the legislative body for the governmental unit shall submit the question of the establishment of a public library to a vote of the qualified electors residing in said unit at the next municipal election held thereafter, in the case of a city or town, or the next general election held thereafter, in the case of a library district or county, if such petition has been received by such legislative body more than ninety days preceding such election. If a majority of the electors voting on the question vote in favor of the establishment of a public library, the legislative body shall forthwith establish such public library and provide for its financial support beginning with the next succeeding tax year.

(3) A joint library may be established by the legislative bodies of the participating governmental units through contract.

24-90-108. Board of trustees. (1) The management and control of any library established or operated under the provisions of this part 1 shall be vested in a board of not fewer than five nor more than seven trustees.

(2) (a) In cities and towns the trustees shall be appointed by the mayor with the consent of the legislative body.

(b) In counties the trustees shall be appointed by the board of county commissioners.

(c) In library districts the trustees shall be appointed in the manner set forth in section 24-90-110 (4) (a).

(d) In school districts the trustees shall be appointed by the school board.

(3) (a) The first appointments of such boards of trustees shall be for terms of one, two, three, four, and five years respectively if there are five trustees, one for each of such terms except the five-year term for which two shall be appointed if there are six trustees, and one for each of such terms except the four-year and five-year terms for each of which two shall be appointed if there are seven trustees. Thereafter a trustee shall be appointed annually to serve for five years.

(b) Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which trustees are regularly chosen.

(4) A trustee shall not receive a salary nor other compensation for services as a trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the public library fund.

(5) A library trustee may be removed only by a majority vote of the appointing legislative body, but only upon a showing of good cause.

(6) The board of trustees, immediately after their appointment, shall meet and organize by the election of a president and a secretary and such other officers as deemed necessary.

24-90-109. Powers and duties of board of trustees. (1) The board of trustees shall:

(a) Adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as it deems expedient;

(b) Have supervision, care, and custody of all property of the library, including rooms or buildings constructed, leased, or set apart therefor;

(c) Employ a librarian and, upon the librarian's recommendation, employ such other employees as may be necessary, prescribe their duties, and fix their compensation;

(d) Submit annually a budget as required by law and certify to the legislative body of the governmental unit which the library serves the sums necessary to maintain and operate the library during the ensuing year;

(e) Have exclusive control of the disbursement of the finances of the library;

(f) Accept such gifts of money or property for library purposes as it deems expedient;

(g) Hold and acquire land by gift, lease, or purchase for library purposes;

(h) Lease, purchase, or erect any appropriate building for library purposes and acquire such other property as may be needed therefor;

(i) Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.

(j) Borrow funds for library purposes by means of a contractual short-term loan when moneys are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues and such loan shall be liquidated within six months.

(k) Authorize the bonding of persons entrusted with library funds;

(l) Submit financial records for audit as required by the legislative body of the appropriate governmental unit;

(m) Authorize the purchase of library materials and equipment on the recommendation of the librarian;

(n) Hold title to property given to or for the use or benefit of the library, to be used according to the terms of the gift;

(o) Do all other acts necessary for the orderly and efficient management and control of the library.

(2) At the close of each year, the board of trustees of every public library shall make a report to the legislative body of the appropriate governmental unit showing the condition of its trust during the year, the sums of money expended and the purposes of the expenditures, the number of books and periodicals on hand, the number added during the year, the number retired, the number loaned out, and such other statistics and information and such suggestions as it deems of public interest. A copy of this report shall be filed with the state librarian.

(3) The board of trustees of a public library or the governing board of any other publicly-supported library, under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon may allow nonresidents of the governmental unit which the library serves to use such library's materials and equipment and may make exchanges of books and other materials with any other library, either permanently or temporarily.

24-90-110. Establishment of library districts - merger of public library - board of trustees. (1) (a) A library district may be established by the legislative bodies of two or more governmental units, each proceeding to adopt a resolution or an ordinance to that effect or by petition of one hundred qualified electors residing within the proposed library district addressed to the legislative body of the governmental unit in the proposed library district having the largest population according to the most recent federal census. The petition shall contain a general description of the boundaries of the proposed library district with such certainty as to enable a property owner to determine whether or not his property is within the proposed district. At the time of filing the petition a bond shall be filed with said legislative body sufficient to pay all expenses connected with the organization of the library district if organization is not effected. Said legislative body shall provide for an election to be conducted as provided in section 24-90-107 (2). If organization is effected, the district shall reimburse the legislative body holding the election for expenses incurred in holding the election.

(b) The library districts shall be supported by and shall serve all unincorporated areas and all municipal corporations not operating their own public libraries within the territorial limits of the governmental units comprising the district.

(2) Any governmental unit maintaining a public library may merge its library with the library district by agreement of its legislative body and the board of trustees of the library district. Any library district established pursuant to this section may be dissolved by resolution of the legislative bodies of the governmental units comprising such district.

(3) Whenever the board of county commissioners of any county decides that only a part of the territory of the county which is not already served by a public library shall join in establishing a library district, the board may levy a tax on that part of the county for the support of said library district.

(4) (a) The legislative bodies of the governmental units creating a library district shall each appoint two of their members to a committee which shall appoint not fewer than five nor more than seven members of the board of trustees of the library district in the same manner as prescribed in section 24-90-108 (3). Trustee appointments shall be ratified by each of the respective legislative bodies.

(b) The board of trustees of a library district shall have management and control of any library district established or operated pursuant to this section, shall be governed by the provisions of section 24-90-108 (4) and (5), and shall have the same powers and duties as other boards of trustees of libraries as prescribed in section 24-90-109.

24-90-111. Participation by established library. When a county library or library district has been established, the legislative body of any governmental unit in such county or library district maintaining a public library may decide, with the concurrence of the board of trustees of its library, to participate in the county library or library district while retaining title to its own property, continuing its own board of library trustees, and levying its own taxes for library purposes; or, by a vote as authorized by section 24-90-107 (2), a governmental unit may transfer, conditionally or otherwise, the ownership and control of its library, with all or any part of its property, to another governmental unit which is providing or will provide free library services in the territory of the former, and the trustees and legislative body making the transfer shall thereafter be relieved of responsibility pertaining to the property transferred.

24-90-112. Tax support - elections. (1) (a) (I) The legislative body of any incorporated city or town is hereby authorized to levy a tax of not more than one and one-half mills for municipal libraries upon real and personal property for the establishment and maintenance of a public library.

(II) The board of county commissioners of any of the several counties is hereby authorized to levy a tax of not more than one and one-half mills for county libraries and library districts upon real and personal property for the establishment and maintenance of county libraries and library districts.

(b) The legislative body for the specified governmental unit shall submit the question of any increase in the existing maximum tax levy to not more than two and one-half mills for the establishment and maintenance of public libraries to a vote of the qualified electors residing in said unit at the next municipal election held thereafter in the case of a city or town or at the next general election held thereafter in the case of a county or library district. Each elector voting at said election and desirous of voting for or against said question shall cast his vote as provided by law either "Yes" or "No" on the proposition: "Shall the legislative body of (name of incorporated city or town, county, or library district) be authorized to increase the maximum tax levy from (existing maximum tax levy) to not more than (desired maximum tax levy) for the establishment and maintenance of public libraries?". The votes cast for the adoption or rejection of said question shall be canvassed and the result determined in the manner provided by law.

(2) The treasurer of the governmental unit in which such library is located or, if a library district has been established embracing parts or all of more than one county, the treasurer of the county containing the largest valuation for assessment of property for tax purposes of the said district shall be the custodian of the moneys for the library, whether derived from taxation, gift, or otherwise. The moneys shall be credited to a special fund in the office of said treasurer to be known as the public library fund. The fund shall be used only for library purposes and shall be expended only upon warrants signed by the president of the board of trustees or his designee.

24-90-113. Contract to receive library service. In lieu of establishment of an independent public library, the legislative body of a governmental unit may contract to receive library service from an existing public library, the board of trustees of which has reciprocal power to contract to render the service. Any school district may contract for library service from any existing public library, such service to be paid from funds available to the school district for library purposes.

24-90-114. Abolishment of libraries. A library established or maintained pursuant to this part 1 may be abolished only by vote of the qualified electors of the governmental unit in which the library is located, taken in the manner prescribed in section 24-90-107 (2) for a vote to establish a library. If a library is abolished, the materials and equipment belonging to it shall be disposed of as the legislative body of the governmental unit directs. Disposition of school district libraries that have been abolished shall be accomplished as provided by law.

24-90-115. Regional library service system - governing board. (1) (a) The board of trustees of any public library or library district or the governing board of any publicly-supported library may participate in a regional library service system to provide cooperative services under a plan, including an organizational structure submitted to the state librarian and approved by the state board of education. The organizational structure of each regional library service system shall include a governing board.

(3) By February 15, 1980, the Colorado state library, in cooperation with the research libraries within Colorado, shall submit a progress report to the general assembly on the implementation of this section.

PART 2
STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

24-90-201. Establishment of a state publications depository and distribution center. There is hereby established a state publications depository and distribution center. Such center shall be a section of the state library. Its operation is declared to be an essential administrative function of the state government.

24-90-202. Definitions. As used in this part 2, unless the context otherwise requires:

(1) "Center" means the state publications depository and distribution center.

(2) "Depository library" means a library designated to collect, maintain, and make available to the general public state agency publications.

(3) "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, and committees, all state-supported colleges and universities which are defined as state institutions of higher education, and other agencies which expend state-appropriated funds.

(4) "State publication" means any printed or duplicated material, regardless of format or purpose, which is produced, purchased for distribution, or authorized by any state agency, including any document, compilation, journal, law, resolution, bluebook, statute, code, register, contract and grant report, pamphlet, list, microphotographic form, audiovisual material, book, proceedings, report, public memorandum, hearing, legislative bill, leaflet, order, rule, regulation, directory, periodical, magazine, or newsletter, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204.

24-90-203. Purposes - direction - rules and regulations. (1) The purposes of the center are to collect, distribute, and make available to the public state publications. Public access to such publications may be accomplished by use of depository library facilities throughout the state.

(2) The center shall be under the direction of the state librarian.

(3) Adoption of such rules and regulations as are necessary or appropriate to accomplish the provisions of this part 2 shall be the responsibility of the state board of education after such rules are submitted to and approved by the committee on legal services. No rule or regulation shall deny public access during normal working hours to the state publications enumerated in this part 2.

24-90-204. Deposits of state publications. Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the center. One copy of each such audiovisual material shall be deposited with the center. The center may require additional copies of certain state publications to be deposited when designated by the state librarian as being required to fulfill the purposes of this part 2.

24-90-205. Publication lists to be furnished by state agencies. Upon request by the state librarian, each state agency shall furnish the center with a complete list of its current state publications.

24-90-206. Depository library agreements - requirements. The center may enter into depository agreements with any state agency or public library or with out-of-state research libraries and other state libraries. The number of depository libraries shall not exceed thirty. The requirements for eligibility to become and continue as a depository shall be established by the state library. The standards shall include and take into consideration population, the type of library or agency, ability to preserve such publications and to make them available for public use, and such geographic locations as will make the publications conveniently accessible to residents in all areas of the state.

24-90-207. Index of state publications. The center shall quarterly publish an index to state publications and distribute it to depository libraries and certain other libraries and state agencies as designated by the state librarian.

24-90-208. State publications distribution. The center shall distribute state publications, in microfiche, paper copy, or other format where appropriate, to depository libraries. The state librarian may make additional distributions in accordance with agreements with appropriate state agencies.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, June 27, 1967, and January 23, 1980,
by the ALA Council.

APPENDIX D

APPENDIX D Figure

ACQUISITIONS REPORT FOR THE HISTORY DEPARTMENT

For the period 9/1/87 through 11/1/87

AMOUNT BUDGETED FOR FISCAL YEAR 1987-88: $XX,XXX.XX
AMOUNT ORDERED TO DATE: X,XXX.XX

AMOUNT LEFT TO SPEND: $XX,XXX.XX

Requestor	Title	Price
xxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ x.xx
	TOTAL	$ xx.xx
xxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	TOTAL	$ xx.xx
xxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	$ xx.xx
	TOTAL	$ xx.xx
	GRAND TOTAL	$XXX.XX